

# Graduate Admissions

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## **University of South Florida**

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Graduate Admissions

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## University Admissions Criteria and Policies

Also see USF Regulation **USF3-008**: [Admission of graduate and post-baccalaureate professional students](http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.008.pdf); <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.008.pdf>

### Statement of Principles

In graduate admission decisions, multiple sources of information should be used to ensure fairness, promote diversity and balance the limitations of any single measure of knowledge, skills, or abilities. The sources may include: undergraduate grade point average, letters of recommendation, personal statements, samples of academic

work, portfolios, auditions, professional experience related to proposed graduate study, as well as nationally known, standardized test scores. It is the responsibility of each graduate ~~major~~ department/school to select admissions criteria for the major that best predicts success in their specific field and to determine the weight given to each measure. Graduate ~~departments~~ programs have the option of admitting students without all required components of the specified admission requirements for the major, if items submitted from the student confirm a likelihood for success in the graduate major.

None of the sources of information, particularly standardized test scores, should be used in isolation nor should such scores be used in combination or separately to establish minimum or "cut off" scores. Major-specific guidelines for the use of standardized test scores should be developed based on the experience of a given department/school/college with its pool of applicants. *(Adapted from the GRE "Guide to the Use of Scores" 2003-2003)*

## Admission Requirements

Each applicant to a graduate degree program at the University of South Florida is required to meet the following minimum requirements. Graduate programs often require additional information and supporting documents. Applicants should consult with the desired program of interest for additional requirements:

1. An applicant must have **one** of the following (a, b, or c):
  - a. A bachelor's degree from a regionally accredited institution and satisfying at least one of the following criteria:
    - i. "B" average (3.00 on a 4.00 scale) or better in all work attempted while registered as an undergraduate student working toward a baccalaureate ~~for a~~ degree, **or**
    - ii. "B" average (3.00 on a 4.00 scale) or better in all work attempted while registered as a graduate student working for a graduate degree.
  - b. A bachelor's degree with a "B" average or better from a regionally accredited institution and a previous graduate degree with a "B" average or better from a regionally accredited institution. In cases where an applicant has a bachelor's and a graduate degree at the time of admission, the credentials and GPA of the graduate degree will be the determining factor for admission.
  - c. The equivalent bachelors and/or graduate degrees from a foreign institution. Bachelor's degrees from institutions in the European Higher Education Area (EHEA) are considered equivalent based on the Bologna Accord. For applicants with a 3-year Bachelor's Degree with less than 120 hours, from Non-Bologna Accord Institutions, a transcript evaluation from a NACES member is required to confirm equivalency.
2. Submission of standardized test scores, if required by the graduate degree program. ~~For Graduate Majors that require the GRE, the Personal Potential Index (PPI) may be required.~~ Refer to individual major admission requirements for information.

### English Proficiency for International Applicants\*

Applicants from countries where English is not the official language must also demonstrate proficiency in English\* as outlined in the section on English Proficiency. Applicants who earn a baccalaureate or equivalent degree at a foreign institution where English is the language of instruction (for the institution and not just the major) may meet this requirement. However, other related factors (including test scores) will also be considered. Medium of Instruction must be documented on the transcript or on an official Certificate of Medium of Instruction from the Institution.

- ~~3. All specific and additional requirements of the graduate major to which admission is sought (including requirements to submit standardized test scores) consistent with the above Statement of Principles.~~

The Department Chair/[Graduate Director](#) and/or College Dean must approve any exceptions to these requirements before they will be considered by the Office of Graduate Studies. The reason for the waiver and related documentation must be included on the Graduate Application Referral ([GAR](#)) form.

*\*International students who are seeking employment as a teaching assistant (in departments that offer them) must meet additional English Language Requirements.*

## Application Process (How it works)

Graduate applicants are urged to submit accurate and complete information **as early as possible**. Applications and supporting documents received after the ~~application-published~~ deadline will only be acted upon at the discretion of the graduate major. They will be kept on file for up to one year. At the request of the applicant or graduate major, they will be processed for the next available term.

The Graduate Admissions Office and the Graduate Department/[School or College](#) review your application for admission to graduate study at USF. Once the Graduate Department/[School/College](#) ~~reviews-determines your-an~~ [applicant's](#) eligibility for its graduate major, they will forward [a recommendation](#) ~~their decision~~ to the Graduate Admissions Office ~~which, in turn, who~~ will issue the official decision.

If you are a foreign graduate applicant, the International Services Office (<http://global.usf.edu/is/>) [\(in collaboration with the Global Engagement Office, if appropriate\)](#) will evaluate your financial and immigration documents after you are admitted to determine your eligibility for a student visa. Your financial statement must be dated within 12 months of the starting the degree program. Each of these offices may request additional documents from you to make an [admissions](#) decision.

For a complete list of graduate majors and deadline dates please visit the Office of Graduate Studies website at <http://www.grad.usf.edu/programs.php>

## Graduate Admission Application Deadlines

MASTER'S AND EDUCATION SPECIALIST DEGREES	Admission for Fall Semester	Admission for Spring Semester	Admission for Summer Semester
<ul style="list-style-type: none"> <li>• Applications received by the Priority Deadline will receive maximum consideration.</li> <li>• Applications received after the Priority deadline, but by the Final University Deadline, are considered on a space available basis.</li> <li>• Applications must be complete with all required information by the stated deadline. Any application <u>materials</u> received after the deadline may be reviewed on a space-available basis.</li> </ul>			
Check with the Graduate Major Director for availability or to discuss options for admission in a subsequent term.			
Priority Deadline (for funding and consideration)	Refer to Specific Major	Refer to Specific Major	Refer to Specific Major
Final University Deadline Domestic Applicants	June 1	October 15	February 15
Final University Deadline International Applicants	June 1	October 15	February 15

DOCTORATE DEGREES	Admission for Fall Semester	Admission for Spring Semester	Admission for Summer Semester
<ul style="list-style-type: none"> <li>• Applications received by the Priority Deadline will receive maximum consideration.</li> <li>• Applications received after the Priority deadline, but by the Final University Deadline, are considered on a space available basis.</li> <li>• Applications must be complete with all required information by the stated deadline. Any application <u>materials</u> received after the deadline may be reviewed on a space-available basis.</li> </ul> <p>Check with the Graduate Major Director for availability or to discuss options for admission in a subsequent term.</p>			
<b>Priority Deadline</b> (for funding and consideration)	Refer to Specific Major	Refer to Specific Major	Refer to Specific Major
<b>Final University Deadline Domestic Applicants</b>	February 15	October 15	February 15
<b>Final University Deadline International Applicants</b>	February 15	October 15	February 15

## Additional Requirements for International Applicants

In addition to meeting the published application deadline for the Major of interest, all immigration documents should be submitted as soon as possible, but must be on file at USF no later than the deadlines listed above.

Foreign applicants who are outside the U.S. are required to apply for a visa. Depending on the country of origin, this may take a few months. ~~Therefore, so~~ the deadlines for these international applicants may be earlier than the deadline for the Major and these applicants must apply no later than the posted International deadline. ~~These~~ applicants are strongly encouraged to apply as early as possible. Foreign applicants who are in the U.S. and are currently on a visa may use the domestic application deadline dates.

## Application Checklist (To-Do-List)

To assist you in the admissions process, please utilize the following Application Checklist ~~is your To-Do-List~~. To expedite the processing of your application, please upload a copy of all of your supporting documents when you submit your application on line. You will also need to send official transcripts and test scores ~~if~~ if you are admitted to a graduate major.

1. Complete ~~Fill out~~ the Graduate Application on line and upload all supporting documents
2. List all post-secondary institutions you have attended on the application
3. Pay the non-refundable a Application ~~F~~Fee
4. Upload, through the online application, a copy of transcripts of all prior post-secondary courses taken (including translations and evaluations for international transcripts). If you are admitted, you must ALSO have official and final transcripts sent to the Office of Admissions.

5. Upload through the online application, a copy of your test score reports. If you are admitted, you must also have official Test Scores sent to USF
6. Review and respond to Conduct Clearance Policy (Legal Disclosure Statement)
7. Review Florida Residency Policy for Tuition Purposes and provide documents, if needed
- 7.8. [Sign-in to OASIS to monitor your admission status](#)

### 1. Graduate Application:

[Graduate applications and all supporting documents are submitted online through https://secure.vzcollegeapp.com/usf/](https://secure.vzcollegeapp.com/usf/)

Applicants should also check with the Graduate Major to determine if they require any additional, supporting documents beyond the ones listed here. Admission requirements may be found in the Major listing in the Catalog. Applicants should upload a copy of each supporting document required by the Major through the on-line application when it is submitted. However, they may upload additional documents after the application has been submitted. For instruction on uploading, go to <http://www.usf.edu/admissions/documents/how-to-upload-grad-adm-docs.pdf>

### 2. Application Fee:

All applicants are required to submit an application fee of \$30.00 USD for admission to the University of South Florida. ~~Applicants~~ ~~Students~~ may apply for multiple majors, with only one application fee being required per every 12-month period from the date of initial application. (USF Regulation USF4-0107: Fees, Fines and Penalties <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf4.0107.pdf>. ~~#An applicant you who~~ attended USF as a former degree seeking student or non-degree student ~~then you~~ will also be required to submit the application fee. Applicants have the option to pay their application fee by credit card (Master Card or ~~VISA~~ Visa issued from a U.S. bank), ~~or~~ by e-Check (personal checking/savings account issued from a U.S. bank), or through Flywire through the ~~g~~Graduate ~~o~~Online ~~a~~Application. The ~~o~~Online ~~g~~Graduate ~~a~~Application will not be processed if the application fee is not paid. ALL APPLICATION FEES ~~SUBMITTED~~ ARE NON-REFUNDABLE.

### 3. Transcripts:

One (1) complete official transcript from all institutions of higher learning attended by the applicant is required of all students who are admitted and matriculate at USF (reference USF Policy 10-044). At least one transcript must show that the bachelor's degree was completed prior to the start of the graduate major at USF. Former USF students should not submit their USF transcript ~~because~~; it is already on file. However, they must list USF as a post-secondary institution on the application. ~~Applicants should upload copies of all other transcripts to expedite the processing of their applications. These uploaded transcripts are considered unofficial.~~

[Applicants should upload copies of all transcripts through the on-line application to expedite the processing of their applications. These uploaded transcripts are considered unofficial. Please upload transcripts them through the on-line application. Applicants may provide](#) These unofficial copies of transcripts ~~to expedite the processing of their applications.~~ Any offer of admission based on unofficial transcripts is considered "provisional" and **will not** be finalized until official transcripts are received in a sealed envelope from the Office of the Registrar [from the institution previously attended](#) ~~where the applicant attended~~. All transcripts must be in English; International applicants must submit original language transcripts and a certified English translation. It is the applicant's responsibility to have [all foreign post-secondary](#) transcripts translated and evaluated\* before submitting them as part of the graduate application packet. If they ~~are~~ ~~s~~Students is applying while still completing an undergraduate degree,

~~the applicant they~~ must submit transcripts of at least six (6) semesters of completed undergraduate work. Final transcripts showing the award of a bachelor's degree will be required if an applicant is admitted and enrolls.

\*All foreign transcripts that are not in English must be accompanied by a certified English translation. Documents signed by a notary or other public official with no educational affiliation to the institution of higher learning will **not** be accepted. ~~Some graduate majors require~~ In addition to an overall evaluation from a foreign transcript evaluation service, the institution and/or graduate major may request a course-by-course evaluation. ~~In the event that the university receives documentation that is questionable, or suspicious in any way, the university will require the applicant to obtain a course-by-course evaluation from a foreign transcript evaluation service.~~ Refer to the Graduate Admissions' website for a list of evaluation services (<http://www.usf.edu/admissions/graduate/application-requirements/transcripts-foreign.aspx>)

### **Bologna Process – Applications from the European Higher Education Area**

USF accepts applications from prospective graduate students with undergraduate degrees from countries that subscribe to the Bologna Process. Applicants with three-year degrees from universities in the European Higher Education Area (EHEA) may be considered for admission to graduate majors, at the discretion of the Department (or equivalent) and College that offer the Major and with the approval of the Office of Graduate Studies, under the following condition:

Official documentation is presented to demonstrate that a three-year degree (at least 180 ECTS) has been awarded prior to USF matriculation by an institution within the European Higher Education Area (EHEA), defined by the Bologna Declaration of 1999. Where applicable, diploma supplements should be included with transcripts and other documents required to demonstrate degree completion. An up-to-date, official listing of Bologna signatory countries may be found at [www.ehea.info](http://www.ehea.info).

### **Non-Bologna Institutions**

Transcripts for applicants from non-Bologna Accord Institutions must be accompanied by an evaluation of the bachelor's degree by an independent third-party member of the National Association of Credential Evaluation Services (NACES). Confirmation of the baccalaureate degree as equivalent is required and will be jointly determined by relevant major faculty, the Office of Admissions, and the Office of Graduate Studies.

## **4. Test Scores**

**GRE (Graduate Record Examination)\*:** <http://www.gre.org>

~~Applicants to graduate majors requiring the GRE must submit GRE test scores earned within five (5) years of the desired term of entry. If standardized test scores are a requirement of admission to a graduate program, only scores of tests taken within five (5) years of the desired term of entry will be accepted. Some majors will waive the standardized test requirement if another measure can be used to determine the potential for success in the major.~~ Official scores must be submitted to USF directly from the Educational Testing Service, ~~to the institution by the testing agency.~~ ~~However, but~~ applicants ~~should upload with the application~~ should provide unofficial copies of their test scores to expedite the processing of their applications while awaiting the transmission of official scores. Any offer of admission granted using based on unofficial scores is considered "provisional" and will not be finalized until official scores from ETS are received. The institution code for USF is 5828 and applies to all tests administered by ETS.

\* The GRE requirement is determined by the individual graduate majors and may be waived at the discretion of the departmental/school/college admissions committee. Please contact your major of interest directly for additional information. ~~Editor's Note: GRE has a new score scale; scores listed on the Major pages in this catalog may~~

~~reflect the old scale. Refer to the GRE Concordance Tables to see how the scores compare.~~  
~~[http://www.ets.org/s/gre/pdf/gre\\_guide.pdf](http://www.ets.org/s/gre/pdf/gre_guide.pdf) or [http://www.ets.org/s/gre/pdf/concordance\\_information.pdf](http://www.ets.org/s/gre/pdf/concordance_information.pdf)~~

**GMAT (Graduate Management Aptitude Test):** <http://www.gmac.com/gmat.aspx>

Applicants to majors in the Muma College of Business should submit GMAT\*\* scores earned within five (5) years of the desired term of entry. Official scores must be submitted ~~to USF~~ directly from the Pearson VUE Testing Service, but applicants may provide unofficial copies of their test scores to expedite the processing of their applications. Any offer of admission based on unofficial scores is considered "provisional" and will not be finalized until official scores from Pearson VUE are received. The following are the Pearson VUE institution codes for USF majors.

VP9-M4-23 Ph.D. in Business Administration	VP9-M4-67 M.A. in Economics
VP9-M4-04 Executive M.B.A.	VP9-M4-86 M.S. in Finance
<del>X9R-MQ-41</del> <del>VP9-M4-41</del> Hospitality Management, USF-SM	VP9-M4-17 M.S. in Management
VP9-M4-97 M.B.A., Full Time	VP9-M4-66 M.S. in Management Info. Systems
VP9-M4-80 M.B.A., Part Time	VP9-M4-40 M.S.M. in Marketing
<del>X9R-MQ-01</del> <del>VP9-M4-01</del> M.B.A., USF <del>SM - Sarasota - Manatee</del>	<del>VP9-M4-74 M.S.R.E in Real Estate</del>
VP9-M4-25 M.B.A., USF St. Petersburg	VP9-M4-48 M.S. in Entrepreneur in Applied Tech.
VP9-M4-18 Masters in Accountancy	VP9-4J-76 Health Admin., College of Public Health

\*\* Applicants may not ~~be required~~ ~~have~~ to submit a GMAT ~~score to Muma College of Business graduate programs~~ if they have taken the GRE. ~~Applicants should~~ ~~Please~~ contact the ~~Department~~ ~~major~~ of interest directly for additional information.

## MCAT

For ~~those~~ majors that may require or accept the MCAT, the test typically must be taken with the last five (5) years; check with the Graduate Major ~~or Department~~ for specific requirements.

## English Proficiency for International Applicants\*

Applicants ~~whose native language is not English~~ ~~from countries where English is not the official language~~ must also demonstrate proficiency in English by submitting acceptable scores on one of the English proficiency tests listed below. Scores must have been earned within two (2) years of the desired term of entry. Applications submitted with English proficiency scores that do not meet the minimum requirements will be denied.

Note – the following test scores are for the purposes of Admissions and do not demonstrate English Proficiency for Teaching Assistant (TA) positions. For eligibility as a Teaching Assistant (TA), go to:  
<https://www.usf.edu/graduate-studies/funding/graduate-assistantships-resource-center-graduate-assistant-eligibility.aspx> .

a. Test of English as a Foreign Language (TOEFL iBT) 79 or higher

b. International English Language Testing System (IELTS)	6.5 or higher
c. INTO English Language Assessment (IELA)	176 or higher (with minimum sub scores of 169)
d. Cambridge English First (FCE/B2 First)	176 or higher (with minimum sub scores of 169)
e. Cambridge English Level 1 Advanced/Business (C1)	180 or higher
f. Cambridge English Level 2 Proficiency/Business (C2)	200 or higher
g. Pearson Test of English Academic (PTE-A)	53 or higher
h. Graduate Record Exam (GRE) Exam Verbal Score	153 or higher
i. Graduate Management Admission Test (GMAT) Verbal	30 or higher

By successfully completing INTO USF's Academic English Program Level 6 or the following INTO USF courses: EAP 1850 and EAP 1852 with a Satisfactory grade.

\* Proof of English proficiency (additional documentation or exam scores) may be requested based upon information provided in the application.

### English Proficiency Exemptions

A student may qualify for an exemption from taking an English Proficiency Examination for the purpose of Admissions if one of the following criteria is met:

- Native speaker of English. (List of English Speaking Countries: <https://www.usf.edu/admissions/graduate/admission-information/english-speaking-countries.aspx>)
- Earned a baccalaureate or higher degree at a regionally accredited institution in the United States.
- Successfully completing INTO USF's Academic English Program Level 6 or the following INTO USF courses: EAP 1850 and EAP 1851 with a Satisfactory grade.
- Earned a baccalaureate degree or higher at a foreign institution where English is the language of instruction (for the institution and not just the major) may meet this requirement. However, other related factors (including test scores) will also be considered. Medium of Instruction must be documented on the transcript and on an official Certificate of Medium of Instruction from the Institution.

### English Proficiency for Assistantship Eligibility

~~International students from countries from predominantly non-English Speaking Countries who want to be considered for who are seeking employment as a teaching assistantship must show proficiency in spoken English even if their English proficiency examination requirement has been waived for admission to a graduate program.~~

**PLEASE NOTE:** International students from countries other than those listed in Appendix C of the *Policy on Spoken English Proficiency for Graduate Teaching Assistants/Associates/Graduate Instructional Assistants* ([http://www.grad.usf.edu/International\\_Teaching\\_Assistants\\_Handbook.php](http://www.grad.usf.edu/International_Teaching_Assistants_Handbook.php)) who want to be considered for a teaching assistantship must show proficiency in spoken English even if their TOEFL has been waived or accepted for admission to a graduate major. They need a minimum score of 26 on the spoken portion of the Internet-based TOEFL (iBT) or 160 on the spoken portion of the TOEIC test administered by ETS <http://www.ets.org/toeic>.

Please reference <http://www.usf.edu/admissions/international/graduate/requirements-deadlines/english-proficiency.aspx> for more information on language requirements.



**5. Conduct Clearance Policy** (Legal Disclosure Statement): All graduate applicants are required to answer the Conduct Clearance questions ~~one~~ of the graduate application. The applicant will not be notified of the admission decision until answers to the two questions have been received. Applicants who meet the criteria for disclosure must provide specified documents and be reviewed by the Vice President of Student Affairs or his/her designee, if warranted. Also refer to USF Policy 30-018: Admission of Students with Prior Conduct Issues.

**6. Florida Residency Policy:** Residency for tuition purposes is defined by Florida State Statute Section 1009.21. Graduate students are typically considered "independent" for tuition purposes. Applicants desiring classification as Florida residents for tuition paying purposes must sign and complete the Florida Residents section of the Florida Residency Classification page of the Graduate Application. Applicants who submit incomplete or unsigned forms will be classified as non-Florida residents. The Office of ~~Graduate~~-Admissions will classify applicants as Florida residents if they have provided a minimum of two forms of acceptable documentation that verifies they began living in Florida at least twelve months (12) prior to the first day of classes of their admitted term of entry. Additional documentation ~~other than what is required~~ may be requested in some cases. All documentation is subject to verification. For assistance with residency questions contact [gradadmissions@usf.edu](mailto:gradadmissions@usf.edu)

Applicants~~Students~~ are responsible for checking their residency classification when admitted to the University of South Florida. The residency classification is noted on the official acceptance letter. If students feel that their initial classification is in error, they have until the last day of the term to contact the ~~appropriate~~-Aadmissions Office and request a re-evaluation. After students have completed their first semester of study, they may still seek to have their residency reconsidered; ~~however, they by must then~~ submitting a Request for Reclassification Form with the Office of the Registrar. This must be filed by the 5th day of classes for the term being requested. For more information ~~in~~ on Residency refer to: ~~Independent Student: the Registrar's webpage. For information on reclassification go to~~ <http://www.registrar.usf.edu/Residency/Deadlines.php>

### **Application Documents Access/Forward/Return Policy**

No application, test scores, transcripts, letters of recommendations, or other documents submitted with the application packet will be returned to the applicant or forwarded to another institution/third party. The Office of ~~Graduate~~-Admissions ~~applicant file is~~ will not ~~to be released to the an~~ applicant's file to the applicant or other third parties. Requests, subpoenas, or court orders are to be forwarded to the Office of the General Counsel after review by the Assistant Director of Graduate Admissions. ~~Applicants~~-Once admitted and enrolled, ~~during the term of admission~~ students may request access to their student file at the Office of the Registrar. Letters of Recommendation that the applicant has waived the right to view (indicated on Request for Recommendation Form) are not to be given, copied or viewed by the applicant or third parties. Requests for degree/enrollment verification information should be referred to the Office of the Registrar.

~~The Office of Graduate Admissions~~ gGraduate application files may be copied and released to USF staff conducting legitimate University business.

### **Additional Application Requirements of Majors (Not applicable to all majors) If applicable)**

Many graduate majors require additional application materials such as resumes, writing samples, or letters of recommendation. These items should be uploaded through the online application. ~~Check with the graduate major to see if you should also send the paper documents directly to the appropriate department/major.~~ These materials will be available electronically to the appropriate major if sent with the application packet.

### **Final Admission Classification**

Applicants selected ~~accepted~~ for admission whose ~~final~~ official documents (transcripts and/or test scores) have been received by the Office of ~~Graduate~~-Admissions are admitted as "Final." The admission file is complete.

### Provisional Admission Classification

Applicants accepted for admission whose ~~final~~, official documents (e.g. transcripts and/or test scores) have not been received by the Office of ~~Graduate~~ Admissions are admitted provisionally pending receipt of these missing items. ~~The final, o~~ Official transcripts documenting ~~completion of that~~ the required degree was completed prior to the start of graduate study at USF must be received before a second semester registration is permitted. During the first semester, the Office of Graduate Admissions will place a registration hold on the student's file pending receipt of the missing items. ~~When the missing documents are provided to the Office of Graduate Admissions the registration hold will be removed.~~

### Exception Admission Classification

The University may admit new enrollees as exceptions to the Board of Trustees minimum requirements and/or to the admission requirements for the Major. To be considered for an exception, applicants should present evidence that might account for the previous academic record and demonstrate potential for academic success. Examples of this evidence include excellent letters of recommendation from trusted academicians, performance in graduate courses taken as a post-bachelor's student, professional experience in the discipline for a period of time, etc. Each request for an exception must include a statement describing the special circumstances of the applicant and a brief justification for the exception. It is the discretion of the Major, College, and Office of Graduate Studies to accept exception application requests.

### Conditional Admission Criteria

An Admissions Committee ~~major and/or college~~ may admit students conditionally in anticipation of the applicant's successful completion of prescribed additional admissions requirements ~~separate from University minimum requirements~~. ~~These e~~ Conditions may include attendance in specific core or remedial courses and/or a specific earned GPA for those courses receipt of satisfactory scores on standardized tests, attendance in and satisfactory grades earned in specific core or remedial courses, etc. It is the responsibility of the department/school/college to track satisfactory completion of the conditions and notify Admissions when conditions are met. Failure to satisfy those conditions by the deadline established by the major will result in a registration hold and possible academic dismissal from the major. ~~The College/Graduate Major will submit a Dismissal Form (<http://www.grad.usf.edu/student-forms.php>) to the Office of Graduate Studies to initiate dismissal!~~

### Deferment of Admission Request

An applicant's acceptance is granted for the semester and the particular major specified in the official acceptance notification. In order to validate that acceptance, the applicant must enroll ~~for that in the~~ semester of initial acceptance. Applicants who ~~do not fail to~~ validate their admission may contact the Graduate Director and request a Deferment of Admission. This request must be made in writing within 12 months of the initial requested entry date and prior to the major's application deadline for the new acceptance term. If a request for Deferment of Admission is not activated within ~~the~~ 12 months, a new application and fee must be submitted, ~~for future consideration~~.

Applicants who were admitted provisionally pending ~~upon~~ receipt of official test scores and/or transcripts must supply those missing items prior to having their deferment decision processed by the Office of Graduate Admissions. ~~International applicants must also provide a new financial statement dated no earlier than 12 months before the requested date of entry.~~

Special exemption to this policy may be granted to active duty U.S. military personnel who receive military orders that prevent them from beginning a graduate major during the requested term. These applicants may have their admission honored for up to two (2) years, pending approval from their academic major, and proper documentation of their deployment. These extensions would be granted on a case-by-case basis.

## Update of Admission Request

If an admission decision has not been offered and the applicant wants to be considered for a future semester, the applicant must request that the Office of ~~Graduate~~ Admissions update the application and specify the ~~new desired term of enrollment date~~. ~~Applications are held for only 12 months. An update This request must be made requested~~ in writing within 12 months of the initial ~~term requested~~; ~~entry date and must be received no later than the major's application deadline for the semester desired. Applications are held for only 12 months. If a request for change in entry date is not received in the specified time, otherwise,~~ a new application and fee must be submitted. The Office of ~~Graduate~~ Admissions will not process any update requests without first receiving all official transcripts and required test scores.

## Denial of Admission / Appeal for Reconsideration Criteria

Applicants denied admission will be given timely notice by email or ~~postal service~~ in writing. Denied applicants who meet the minimum standards may request reconsideration in writing to the Graduate Director of the ~~M~~major to which they applied. ~~This must be done~~ within 30 days of the date of denial. The Appeal for Reconsideration request should present additional evidence of potential for academic success at USF; ~~and contain reasons why reconsideration is warranted~~. Applicants denied admission to a major are eligible to apply as a non-degree seeking student ~~and enroll as special (non-degree-seeking) students~~, although course selection restrictions may apply. Applicants must submit a nNon-degree seeking student applications ~~and fee and must be submitted~~ online to the Office of the Registrar.

## Activation of Admission

An applicant's acceptance is granted for the semester and the particular major specified in the official acceptance notification. In order to validate the acceptance, the applicant must enroll for that semester. Applicants who do not validate their admission may contact the Graduate Director and request a Deferment of Admission. This request must be made in writing within 12 months of the initial requested entry date and before the major's application deadline for the new term. If a request for Deferment of Admission is not activated within the 12 months, a new application and fee must be submitted for future consideration. Refer to the Deferment of Admission section for more information.

## Reinstatement and Re-application for Admission Policies

A graduate student who is not registered and enrolled for a minimum of six (6) credits in a 12-month period is automatically placed in non-degree seeking (i.e. inactive) status (refer to the Continuous Enrollment Policy for more information). Students ~~who wish to continue their studies~~ must be reinstated or ~~readmitted~~ apply for admission to the major to continue their studies. Both of these are at the discretion of the Major and are not guaranteed. These policies do not apply to students who have been academically dismissed from the University for Academic Dishonesty.

## Reinstatement

• Students who have not exceeded their time limit or degree completion may apply for reinstatement using the ~~For students who the Major anticipates will complete their degree within their original time limit: Students must apply for reinstatement using the~~ Graduate Major Reinstatement Form. A Program of Study, including benchmark information, must be submitted with the request.

- Students who were on academic probation during their last enrollment should consult the Academic Probation Policy for guidance on requirements. Probation will resume on reinstatement.
- Students who were in Doctoral Candidacy will remain at that status.
- Students who are reinstated may choose the original or any subsequent Graduate Catalog

- Students must enroll for a minimum of six hours graduate credit in their first semester of re-enrollment.

~~For students who will exceed their time limit for degree completion, but will not be affected by course currency issues (i.e. will finish within ten years of initial admission date in the graduate major)~~

- ~~• Students must apply for reinstatement using the *Graduate Major Reinstatement Form* and also submit the *Time Limit Extension Request*, including benchmark information.~~
- ~~• Students who were on academic probation during their last enrollment should consult the Academic Probation Policy for guidance on requirements. Probation will resume on reinstatement.~~
- ~~• Students who were in Doctoral Candidacy will remain at that status.~~
- ~~• Students who are reinstated may choose the original or any subsequent Graduate Catalog.~~
- ~~• Students must enroll for a minimum of six hours graduate credit in their first semester of re-enrollment.~~
- ~~• Students who have been Academically Dismissed from the University for Academic Dishonesty may not apply to any graduate major at USF.~~

### Re-application for Admission

Students who have exceeded their time limit for degree completion and/or course currency limits (i.e. ten years from their initial admission date in the graduate major) must re-apply for admission. This will require completion of all degree requirements as posted in the Graduate Catalog in effect at the semester of admission, including such elements as comprehensive exams, and thesis/dissertation hours. ~~The Major should evaluate the student's transcript to determine if any of the previous coursework may be transferred in as part of the admission process (note: only structured courses may be considered for transfer—see Transfer of Credit Policy). This will require documentation of course currency through a syllabus by syllabus comparison.~~ Students who have been Academically Dismissed from the University for academic dishonesty may not apply to any graduate program at USF.

~~To be admitted, the application and all supporting materials must be submitted by the Major's posted application deadline as noted in the Graduate Catalog. These materials include:~~

### Additional Requirements for Readmission

- **Graduate Application:** ~~to re-apply for admission,~~ In order to be considered for readmission, students must submit a new graduate application, application fee, and any required supporting materials by the application deadline for the major.
- **Admission Requirements:** Students must meet the Admission Requirements posted in the Graduate Catalog for the Major to which they are reapplying.
- **Test Scores:** The College may require new test scores (GRE/GMAT/TOEFL) and transcripts.
- **Catalog Year:** Students who are readmitted must meet the admission standards, ~~and~~ degree requirements, and policies in the Graduate Catalog in effect at the time of readmission.
- **Prior Coursework taken at USF:** Coursework taken at USF prior to readmission may be accepted toward the degree requirements at the discretion of the Department/School/College. Refer to the Course Currency Policy for time limits on coursework applied toward the degree and the Transfer of Credit Policy. Students may ~~will~~ be required to take new coursework. The decision to accept courses previously transferred to USF and applied toward the degree is at the discretion of the Department/School/College.
- **Enrollment:** A decision to readmit is only applicable to the semester for which it is ~~was offered~~ effective. Students who do not enroll for that term will have to resubmit an application for any future semester. The readmission policy does NOT apply to inactive students wishing to enroll in a ~~m~~ Major other than the original admitting ~~m~~ Major. These students must submit an application for the new major of interest. Transcripts of any work completed while- not attending a USF Institution may be required.
- **Doctoral Candidacy:** Students who are readmitted to a doctoral major who were previously admitted to doctoral candidacy must retake the Qualifying Exam and be a ~~A~~ Admitted to Doctoral Candidacy.

## Change of Graduate Major

A change of graduate major allows a student to withdraw from his/her current graduate major and enter into a different graduate major. A change of graduate major:

- will NOT be considered for graduate students in their first semester of study
- is permissible only for a continuing graduate student enrolled for study in a particular major who wishes change to another major at the same or lower degree level
- requires a student to be in good academic standing
- is up to the discretion of the student's new major (note: some majors may require another admission application to be submitted and reviewed)
- may affect the student's financial aid status
- is eligible for Academic Renewal of grades for courses taken in the previous major (Refer to the Academic Renewal Policy for information)
- restarts the time limit with the admission to the new graduate major.
- requires the submission of a Change of Graduate Major Application and approval by the Office of Graduate Studies
- requires students to meet all requirements of the new Major as specified in the USF Graduate Catalog of their choice as per the Graduate Catalog policy. See policy for ~~full~~ [complete](#) information and restrictions.

\* Students not in good academic standing must consult with the Office of Graduate Studies prior to initiating a Change of Graduate Major Application. Students who have less than a 3.00 [GPA](#) as required to be in good standing may still be considered for a change of graduate major if the new graduate major is willing to accept them into the degree program.

Students may view the procedures and obtain the Change of Graduate Major Application at [http://www.grad.usf.edu/inc/linked-files/GRADUATE\\_SCHOOL\\_Chg\\_of\\_Program\\_Application.pdf](http://www.grad.usf.edu/inc/linked-files/GRADUATE_SCHOOL_Chg_of_Program_Application.pdf). Students must consult with the new major and Office of Graduate Studies before completing any paperwork.

## Students with Disabilities Policy

Applicants with disabilities apply for admission under the same guidelines as other applicants. Applicants believing that a disability has had an impact on grades, course choice, or standardized admission test scores, ~~must~~ [should](#) request consideration ~~of this~~ during the admissions process. [Supporting documentation must be submitted when requesting a disability exception.](#) Applicants requesting substitution of departmental/[program](#) guidelines ~~will need to~~ [must](#) contact the appropriate department chairperson/[graduate advisor](#). ~~Please submit supporting documentation when requesting a disability exception. Applicants bear the responsibility for providing documentation of their disabilities.~~

The University reviews documentation and determines if students are eligible for services and accommodations because of disabilities. The Office of Student Disability Services is charged with the task of determining eligibility. Accommodations and services are not provided on a retroactive basis. Approval must be given prior to receiving services or accommodations. The process begins when students provide documentation of disability and meet with a coordinator in the Office of Student Disability Services to request ~~in writing~~ services and accommodations [in writing](#). Any faculty members or students who have questions about this process are encouraged to contact the Office of Student Disability Services at:

[Tampa](#) (813) 974-4309 or visit the website at <http://www.sds.usf.edu/>

USF 2019-2020 Graduate Catalog — consolidated with track changes for 2020-2021

St. Petersburg: (727) 873-4990, (727) 873-4837 or visit the website at: <http://www.usfsp.edu/disability>

Sarasota: Office is located in the Student Services Center with Financial Aid, Registration, Admissions and Advising. Or visit the website at: <http://www.usfsm.edu/campus-life/campus-resources/disability-services/index.aspx>

# Registration and General Information

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- [Parking Information and Campus Maps](#)
  - [Office of the Registrar](#)
  - [OASIS](#)
  - [Registration Information](#)
  - [Equal Opportunity Policy](#)
  - [Student Ombuds - BOG Regulation 6.01](#)
  - [Center for Victim Advocacy](#)
  - [Students with Disabilities Services](#)
  - [Diversity Inclusion and Equal Opportunity](#)
  - [Office of Veteran Success](#)
  - [Tobacco and Smoke Free University](#)
  - [Academic Term and Student Information](#)
  - [Course Information](#)
  - [Academic Dismissal](#)
- 

## Parking Information and Campus Maps

For information on USF Parking Services, policies, and regulations, refer to USF/[USFSP/USFSM](#) Parking and Transportation Services websites:

Tampa: <http://www.usf.edu/administrative-services/parking/>

St. Petersburg: <https://www.usfsp.edu/administrative-and-financial-services-parking-transportation/>

Sarasota/Manatee: <http://sar.usfsm.edu/parking/>

Campus maps available:

Tampa: <http://www.usf.edu/administrative-services/parking/maps/index.aspx>

St. Petersburg: <http://www.usfsp.edu/visit/files/2015/04/USFSP-Campus-Map.pdf>

Sarasota-Manatee: <https://usf.app.box.com/s/qxwpcp3hufhahsw3gtojkhunrwigr4>

### **USF Regulations:**

USF 4.0010 Parking General Guidelines, Registration, Penalties and Rates:

<http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf4.0010.pdf>

Also reference 4.00211 through 4-00219 and 4-0023 through 4-0029, FAC, available at:

<http://regulationspolicies.usf.edu/regulations/>

### **Tampa Office of the Registrar**

Website: <http://www.registrar.usf.edu/>

E-mail: [asktheregistrar@usf.edu](mailto:asktheregistrar@usf.edu)

Phone: 813-974-2000

TTY: 813-974-4488

### **St. Petersburg Office of Records and Registration**

Phone: \_\_\_\_\_ (727) 873-4645

Fax: (727) USF-4FAX  
Website: <http://www.usfsp.edu/registrar/>

### **Sarasota-Manatee Office of Records and Registration**

Phone: (941)359-4330  
Fax: (941)359-4236

Website: <http://www.usfsm.edu/students/registration/index.aspx>

The respective offices ~~Office of the Registrar~~ maintains the official academic records for all students and course registrations for currently enrolled students. Students are encouraged to contact the office ~~Office of the~~ –about general questions concerning academic policies and procedures of their current registration or academic record. Note: Each student must be aware of the University's academic policies and procedures insofar as they affect him/her.

### **OASIS**

Students use a self-selected personal identification number (PIN) in the **University's Online Access Student Information System (OASIS)** to:

- view registration appointment information
- view registration hold information
- view the Schedule of Classes
- register and drop/add courses
- view their grades
- request address changes
- request privacy
- request transcripts
- [view financial aid information](#)
- [view and pay bills online](#)
- [apply to graduate](#)

## **Registration Information**

USF Regulation USF4-0101, <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf4.0101.pdf>

### **Register for Classes**

To register for classes students must first login to the ~~OASIS system~~ MyUSF portal using their net id and password (<http://netid.usf.edu/una>) and choose OASIS from the Resource menu. Current course offerings and registration requirements are listed in the Schedule of Classes. Note that some courses may require permits from the department/[school](#) for registration.



OASIS: <https://www.usf.edu/registrar/register/> / <http://usfonline.admin.usf.edu>

Schedule: <http://www.registrar.usf.edu/ssearch/search.php>

St. Petersburg - <http://www.usfsp.edu/register/>

Sarasota registrar - <http://www.usfsm.edu/students/registration/index.aspx>

## Late Registration

Degree-seeking students who do not register prior to the first day of classes may late-register the first week of classes. A late registration fee is charged during this week. To avoid cancellation of registration, fees and tuition are due and payable for all registered courses of record on the fifth day of classes (end of drop/add period). Students are responsible for verifying the accuracy of their course registration by the end of the drop/add period (i.e. by the fifth day of classes). In the event there are courses incorrectly listed or missing on the record, students should go into OASIS and make the necessary corrections. Course registration not corrected by the end of the fifth day of classes will result in liability of tuition and fees. If courses need to be added or dropped after the fifth day of classes, refer to the [Add / Drop](#) sections [of the Catalog](#).

## Medical Requirements for Registration

Immunization Policy: [University Immunization Policy, USF Regulation 33-002:](#)

<http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-33-002.pdf>

Forms: <http://www.usf.edu/student-affairs/student-health-services/immunizations/index.aspx>

Student Health Services is charged with the responsibility of evaluating and maintaining medical requirements for registration for all University of South Florida students. Florida law (Section 1006.69 Florida statute) requires that all admitted Florida university students be aware of MENINGOCOCCAL MENINGITIS and HEPATITIS B, two diseases that may be prevented by vaccination. The vaccines for each of these diseases are available at the University of South Florida Student Health Services ([with locations at USF Tampa, USF St. Petersburg, and USF Sarasota-Manatee](#)). Please refer to <http://www.shs.usf.edu/immunizations.aspx> for further information. In addition, students residing in on-campus housing must present (a) proof of vaccination against MENINGOCOCCAL MENINGITIS, and (b) proof of vaccination against HEPATITIS B or sign a declination of HEPATITIS B [document](#)~~proof~~.

According to Florida Administrative Code Rule 6C-6.001(5) "Each student accepted for admissions shall, prior to registration, submit on a form, provided by the institution, a medical history signed by the student." As a prerequisite to matriculation or registration, the State University System of Florida requires all students born after 1956 to present documented proof of immunity to MEASLES (Rubeola) and RUBELLA (German measles).

In addition, new admits (international students and US citizens living abroad) must show proof of screening for Tuberculosis (TB) within the past year. New admits who have not taken the TB test may do so when they arrive, but will not be allowed to register until the test has been taken. (Reference USF Policy 33.003 - <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-33-002.pdf>)

All students new to USF are required to submit a signed copy of the official USF Medical History form and submit immunization documentation for the following:

- Medical History Form: Sign the Mandatory Immunization Health History Form
- Measles 1, Measles 2, Rubella (MMR): Vaccination (2 doses after 1st birthday) OR Titer (lab work) Date & Result
- Hepatitis B-1: Vaccination OR Check the declination box OR Titer (lab work) Date & Result
- Meningitis: Menactra/MCV4 vaccination at AGE 16 OR OLDER (if living on campus) OR check the declination (if not living on campus)
- TB Screening: Tuberculosis Screening required for all International Students and U.S. born students residing at an address outside the U.S. at the time of application.

Forms may be downloaded and printed from the Student Health Services Forms website:

<https://www.usf.edu/student-affairs/student-health-services/immunizations/>. In order to register, this form, including the required documentation, must be completed, signed, and returned to:

Tampa:

Student Health Services  
University of South Florida  
4202 East Fowler Avenue, SHS 100  
Tampa, FL 33620-6750  
Fax: (813) 974-5888  
Telephone: (813) 974-4056

St. Petersburg:

University of South Florida St. Petersburg Wellness  
Center, SLC 2200  
140 7<sup>th</sup> Ave South  
St. Petersburg, FL 33701 Fax:  
(727) 873-4193  
Telephone: (727) 873-4422

Sarasota:

All immunization documentation is processed through Office of Admissions on Tampa and St. Pete campuses

## **Administrative Holds**

A student may be placed on administrative hold **for** failure to meet obligations to the University. When a student is **placed** on administrative hold, he/she may not be allowed to register, receive a diploma, or receive a transcript. Settlement of financial accounts must be made at the University Cashier's Office. Each student placed on administrative hold should determine from the **registrar's office** ~~Office of the Registrar~~ which office placed him/her **on hold** ~~in this status~~ and clear the obligation with that respective office. Information for how to remove a hold is online at <https://www.usf.edu/student-affairs/student-health-services/holds/>. For holds due to

immunization requirements, go to: <http://www.usf.edu/student-affairs/student-health-services/immunizations/immunhold.aspx>

## Cancellation of Registration for Non-Payment

USF Regulation USF4.010, <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf4.010.pdf>

## Equal Opportunity Policy

Equal Opportunity Policy Diversity and Equal Opportunity: Discrimination and Harassment Policy: <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-007.pdf>  
DEO website: <http://usfweb2.usf.edu/ea/>  
Phone: 813-974-4373

The University of South Florida ~~system (USF system)~~ is a diverse community that values and expects respect and fair treatment of all people. ~~The USF system~~ strives to provide a work and study environment for faculty, staff and students that is free from discrimination and harassment on the basis of race, color, marital status, sex, religion, national origin, disability or age, as provided by law.

~~The USF system~~ protects its faculty, staff, and students from discrimination and harassment based on sexual orientation, as well as gender orientation and express. ~~The USF system~~ is also committed to the employment and advancement of qualified veterans with disabilities and veterans of the Vietnam era through the Veterans' Readjustment Assistance Act, as amended (VEVRAA), as part of the effort to maintain an environment that is comfortable for all people and to ensure consistency with state and federal laws. Discrimination, harassment and retaliation are prohibited at the University, and complaints of such conduct must be filed with the Diversity and Equal Opportunity Office ("DEO") or the Office of Student Rights and Responsibilities (OSRR) or the appropriate student affairs office at the campus where the discrimination or harassment occurred.

The designated office ~~DEO~~ will review such complaints and provide appropriate response including counseling, mediation, and/or referral for disciplinary action, up to and including termination from employment and/or expulsion from the University. In addition, DEO and OSRR will, as part of their internal processes, report any conduct that may be criminal in nature, such as bias-motivated crimes, to the appropriate law enforcement entities as set for in section [IV.B] of USF policy 0.007. A student or employee who believes that he or she has not been treated in accordance with the University's Equal Educational and Employment Opportunity Policy or its Policy on Sexual Harassment may file an Equal Opportunity Complaint.

Additional information about these procedures may be obtained from the Diversity and Equal Opportunity Office on any campus or by contacting ~~calling~~

Tampa  
Allen Building, ALN 172 or by calling 813-974-4373 or 813-974-1510 (TDD)

[St. Petersburg](#)  
[Human Resources, BAY 206, or by calling 727-873-4105](#)

[Sarasota-Manatee](#)  
[C107 or by calling 941-359-4562](#)

It is prohibited for any administrator, supervisor, or other employee of USF to take any retaliatory action against an individual who, in good faith, has made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under provisions of applicable law.

## Student Ombuds - BOG Regulation 6.011

[Tampa](#)  
**Location:** SVC 2057  
**Schedule an Appointment:** (813) 974-0835  
**Web Address:** <http://www.usf.edu/student-affairs/ombuds/>

[St. Petersburg](#)  
[PNM 104B](#)  
[\(727\) 873-4184](#)  
[studentombuds@usfsp.edu](mailto:studentombuds@usfsp.edu)

[Sarasota-Manatee](#)  
[SMC C312](#)  
[\(941\)359-4414](#)  
[afarrington@sar.usf.edu](mailto:afarrington@sar.usf.edu)

The Ombuds Offices at USF ~~are~~<sup>is</sup> a confidential, impartial, independent and informal resources for students who wish to convey [their experiences at USF to explore alternatives for resolving problems or complaints through informal means.](#) ~~concerns and/or resolve disputes related to the University.~~ The mission of the Ombuds Offices is to facilitate fair and equitable resolution processes that promote student success. The Ombuds Offices ~~are~~<sup>is</sup> not ~~an~~ official offices of notice for the University of South Florida. [Rather, t](#)he Student Ombuds, as a neutral facilitators, will listen to concerns and help students develop a range of options in an informal attempt to achieve resolution. The Ombuds may also refer students to appropriate individuals and offices and [to](#) clarify University policies and procedures. All information disclosed in the Ombuds Offices will be held confidential unless otherwise authorized by the student or otherwise required by applicable law, including Chapter 119, Florida Statutes.

### [Center for Victim Advocacy and Violence Protection](#)

The Center for Victim Advocacy & Violence Prevention (part of the Division of Student Affairs) provides free and confidential services to students, faculty, and staff of all gender identities who have experienced crime, violence, or abuse for incidents occurring on or off campus, recently or in the past. Services are provided by professional Victims Services Practitioners and may include: crisis intervention, emotional support, personal and systems

advocacy, court accompaniment, victim helpline, safety planning, and assistance filing for injunctions (protective orders) and crime victim's compensation claims. We also provide prevention and education presentations, programs and events.

Appointments are available in our office or other safe locations on campus. Walk-ins are welcomed, Monday – Friday, 8:00 a.m. to 5:00 p.m. After hours, weekends and holidays, an advocate is available for victims of violent crimes through the Victim Helpline.

#### Important Contact Information

##### Tampa

Victim Helpline: (813) 974-5757;  
Office: (813) 974-5756;  
Student Services Building (SVC) 0067;  
[www.sa.usf.edu/advocacy/](http://www.sa.usf.edu/advocacy/)

##### St. Petersburg:

Student Life Center: (727)873-4422  
After hours: (727) 873-4422  
<https://www.usfsp.edu/wellness/about-us/>

##### Sarasota-Manatee:

New College of Florida Counseling & Wellness Center  
(941)487-4254  
5800 Bay Shore Road, CWC 120  
Sarasota, FL 34243  
<https://www.ncf.edu/cwc/>

## **Students with Disabilities Services**

In accordance with Section 504 Of the Rehabilitation Act, The Americans with Disabilities Act and The ADA Amendments Act, the University of South Florida provides reasonable classroom accommodations for otherwise qualified students who have documented disabilities. Students seeking accommodations must register with the Services for Students with Disabilities Office. See <http://www.usf.edu/student-affairs/student-disabilities-services/> ; <https://www.usfsp.edu/disability/>, <http://www.usfsm.edu/campus-life/campus-resources/disability-services/index.aspx>; for a list of common accommodations and more information on the accommodations process. Admissions: Students with disabilities apply under the same guidelines as all students through the Offices of ~~Undergraduate or Graduate~~ Admissions.

Course Substitution: Students with disabilities requesting substitution of coursework for General Education, or Foreign language requirements should contact Students with Disabilities Services [on the USF campus where the course is being taught](#). Students with declared majors requesting substitution of departmental graduation requirements will need to contact the chair of their department. In either case, students will be requested to submit documentation to SDS to support their request for an exception.

Parking: Students with state parking privileges need only supply their state card as documentation for eligibility to Parking and Transportation Services. Students without state privileges need medical documentation to be considered for on-campus parking. ~~For more information~~ ~~Contact:~~ <http://www.usf.edu/administrative-services/parking/>

Housing: Accessible on-campus residence hall housing is available for students with special needs. Specific information is available through Housing and Residential Education. Contact: <http://www.usf.edu/student-affairs/housing/>

[If you are interested in applying for accommodation at the University of South Florida, we suggest that you visit the U.S. Department of Education Web site: Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities](#)

## Diversity Inclusion and Equal Opportunity

Students with disabilities are encouraged to participate fully in all University events, programs, and other campus activities. Information on whom to contact to request accommodation or assistance should be listed on program information and advertisements. If unable to secure the requested assistance or if additional help with accessibility is needed, contact the ADA Coordinator in Diversity Inclusion and Equal Opportunity (DIEO) at

Tampa:

<http://www.usf.edu/diversity/>

~~USF~~ Reasonable Academic Accommodations and Services for Students

Ms. Deborah McCarthy, Director

(813) 974-4309 (Voice), Email Contact: [dmccarthy@usf.edu](mailto:dmccarthy@usf.edu)

(4202 E. Fowler Avenue, Student Services Building (SVC) 1133, Tampa, FL 33620- 6500

Web Contact: <http://www.usf.edu/student-affairs/student-disabilities-services/>

St. Petersburg:

BAY 208

[diversity@usfsp.edu](mailto:diversity@usfsp.edu)

Sarasota-Manatee:

SMC C107

<http://www.usfsm.edu/about/diversity/index.aspx>

## Office of Veteran Success / Military and Veterans Success Center

~~Location/Phone: John and Grace Allen Building (ALN) 130  
(813) 974-2291~~

The primary mission of this office is to provide a seamless transition for our nation's veterans from military to collegiate life by enhancing personal development and academic success.

USF is approved for the education of veterans, eligible dependents/spouses, members of the selected reserve, and active-duty personnel who are eligible for benefits under public laws now in effect. All majors currently offered at USF are approved by the Department of Veterans Affairs. Students who may be eligible for benefits are urged to contact the Office of Veteran Success/Military and Veterans Success on any USF campus:

~~(813) 974-2291 or [vetserve@usf.edu](mailto:vetserve@usf.edu), for information, procedures, and forms as early as possible.~~

~~USF Veteran Success website: <http://www.usf.edu/student-affairs/veterans/>  
VA toll free number is 1-888-442-4551.~~

~~Location/Phone: Student Services Building (SVC) 2088; (813) 974-2171  
Web Address: <http://www.usf.edu/career-services/>~~

### **Career Services**

~~Career Services provides USF students with comprehensive career planning and job search services. A staff of experienced professionals is available to help students choose a career; gain career-related work experience and plan their job search. Career Services also provides information on employment opportunities and creates venues where students can network and interview with local, state, national and international.~~

~~Tampa Office of Veteran Success~~

~~[vetserv@usf.edu](mailto:vetserv@usf.edu)~~

~~813-974-2291~~

~~USF Veteran Success website: <http://www.usf.edu/student-affairs/veterans/>~~

~~VA toll free number is 1-888-442-4551~~

~~Location/Phone: Student Services Building (SVC) 2088; (813) 974-2171~~

~~St. Petersburg~~

~~[va@usfsp.edu](mailto:va@usfsp.edu)~~

~~727-873-4467~~

~~TER 301/302~~

~~Sarasota-Manatee~~

~~941-359-4291~~

~~<http://www.usfsm.edu/campus-life/campus-resources/veterans-success/index.aspx>~~

### **Career Services**

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Center (St. Petersburg): <https://www.usfsp.edu/career-center/>; Career Services (Sarasota-Manatee: <http://www.usfsm.edu/campus-life/career-services/index.aspx/>

## Tobacco and Smoke Free University

USFSP 0-607SP: [http://www1.usfsp.edu/adminservices/USFSP\\_policy/documents/USFSP\\_0-607.pdf](http://www1.usfsp.edu/adminservices/USFSP_policy/documents/USFSP_0-607.pdf)

USF is committed to providing a safe, healthy and enjoyable learning, living and working environment. ~~All The USF Tampa Campus campuses are is entirely~~ tobacco and smoke free. Smoking and use of tobacco products are not allowed in any indoor or outdoor area, including parking garages, grounds, sidewalks or recreational areas. This policy also includes the use of e-cigarettes.

## Academic Term and Student Information

### Semester System

USF operates on a semester system. Semesters begin in August and January with Summer Sessions beginning in May and June. See [Academic Calendar](#) for appropriate dates. For information on converting quarter hours to semester hours, for purposes such as transfer of credit and the required GPA for admissions, refer to: <http://www.grad.usf.edu/inc/linked-files/gpa.pdf>

### Academic Load

See [Enrollment Requirements](#) in the Academic Policies Section

### Academic Standing

**Class Standing** - A student's class standing is determined by the number of credits he/she has earned without relation to his/her GPA.

**6M** - Graduate student admitted to a major in a Master's Degree Program

**6A** - Graduate student admitted to a major in a Specialist Degree Program

**6D** - Graduate student admitted to a major in a Doctoral Degree Program (not eligible to register for dissertation hours)

**6C** - Graduate student admitted to Doctoral Candidacy (eligible to register for dissertation hours)

**7A-7D** 1st-4th year professional Degree Program (M.D.) or post-doctoral status

Also see "[In good standing](#)" in the Academic Policies Section



## **Student Definitions**

### **Degree Seeking Students:**

Students who have been accepted into a major within a degree program

### **Graduate Certificate Seeking Students:**

Students who have been accepted into a Graduate Certificate. Students who are non-degree seeking, but who are admitted to a Graduate Certificate may register during the same registration period as Degree-Seeking Students. For more information about Graduate Certificates and specific requirements, refer to Graduate Certificates: <https://www.usf.edu/innovative-education/graduate-certificates/>

### **Non-Degree-Seeking Students:**

Students who have not been accepted into a major within a degree program or Graduate Certificate. Non-Degree-Seeking students may enroll and enter classes on a space available basis by obtaining appropriate approval from the degree-granting college or academic unit in which the courses are offered. Non-Degree-Seeking students must meet all prerequisites for courses in which they wish to enroll. Certain classes are available only to degree-seeking students and may not be available for Non-Degree-Seeking students.

Should a student be accepted into a graduate degree major, refer to the Application of USF credit policy for information on what credits may be applied to satisfy graduate degree requirements. Prior to completing twelve (12) hours in a specific major, it is strongly recommended that a Non-Degree-Seeking Student apply for admission and be accepted to the major to continue taking courses in the major. Majors may have additional requirements, so check with the major of interest for more information.

### **Transient Students:**

USF 10.001 Transient Student Policy: <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-001.pdf>

The [State University System \(SUS\)](#) Transient Student program enables a graduate student to take advantage of resources available on other SUS campuses. A Transient Student, by mutual agreement of the appropriate academic authorities in both the sponsoring and hosting institutions, receives a waiver of admission requirements and application fee at the host institution and a guarantee of acceptance of earned credits by the sponsoring institution. A graduate advisor, who will initiate a visiting arrangement with the appropriate faculty of the host institution, must recommend a Transient Student. USF degree-seeking students who wish to enroll at another regionally accredited institution **MUST HAVE PRIOR WRITTEN APPROVAL** from their college academic advisor to receive credit for courses taken.

For more information, contact

[Tampa:](#)

~~the~~ Registrar's Office at (813) 974-2000.

**Transient Student Form:** [http://www.registrar.usf.edu/forms/TSF2008-04-07\\_16\\_17\\_06.pdf](http://www.registrar.usf.edu/forms/TSF2008-04-07_16_17_06.pdf)

St. Petersburg:

Office of Records and Registration

(727) 873-4645

<https://www.usfsp.edu/registrar/>

Sarasota-Manatee

Office of Records and Registration

(941)359-4330

<http://www.usfsm.edu/students/registration/index.aspx>

### **Graduate Assistantships (GA), Research Assistantships (RA), and Teaching Assistantships (TA):**

Graduate Assistantships are intended to recruit quality students to graduate study at USF and to enhance the graduate learning experience. Graduate assistantships exist within academic departments or other university offices on campus. Graduate assistants may teach, conduct research, or perform other tasks that contribute to the student's professional development. Graduate students may be classified as Graduate Assistants (GAs), Graduate Teaching Assistants/Associates (GTAs), Graduate Instructional Assistants (GIAs), and/or Graduate Research Assistants/Associates (GRAs). All graduate assistants at USF work under a contract negotiated by the Graduate Assistants United (GAU) and the USF Board of Trustees. The GAU is the labor union certified as the exclusive bargaining agent for graduate assistants at USF. To receive an assistantship, the graduate student must meet the following eligibility requirements:

- Accepted in a graduate major;
- Maintain an overall minimum grade point average (GPA) **and** major GPA of 3.00;
- Enrolled full-time during the semester(s) appointed as a graduate assistant;
- For teaching assistantships, demonstrate proficiency in spoken English (if student is not from an English speaking country).
- Maintain a satisfactory work performance evaluation for all previous work performed as a Graduate Assistant.

Full-time enrollment is considered nine (9) graduate credit hours in the fall and spring semesters; ~~nine (9) graduate credit hours in the spring semester,~~ and six (6) graduate credit hours in the summer semester. If a graduate assistant is enrolled in the last semester of his/her program of study, the number of registered semester hours may be less than the full-time requirement. Graduate assistants must comply with all Office of Graduate Studies enrollment requirements to retain their assistantship as stated in the Graduate Catalog.

~~The TA Training offered by ATLE as a requirement of training for all new Teaching Assistants (9183/9184 job codes) is designed in two parts to deliver blended instruction on the essentials of teaching at USF. First, TAs complete a set of seven media rich and interactive modules that comprises an 8 hour online course intended to equip USF Teaching Assistants with the skills needed to effectively plan and deliver compelling courses that will ensure student success.~~

~~Second, this online knowledge base is complemented by either an 8-hour one-day face-to-face session (for information: <http://www.usf.edu/atle/events/ta-training.aspx>) or an 8-week course (for information: <http://www.usf.edu/atle/events/pet-course.aspx>) that is ideal for any graduate student teaching at the college level, either while here with us at USF or in their future career. The focus of this component is on teaching college classes, and doing it well, which examines best practices in a number of topics related to course design and course delivery, so that by the end of the major, Teaching Assistants feel like they are well-equipped to build and deliver a college-level class on their own and will receive a certificate. Those who elect the 8-week course will focus on instruction that is heavily tilted toward discussions, participation, and individual presentations called micro-teaching. Further, the micro-teaching lab will give each student the opportunity to present a short (7-10 minute) lecture from their discipline to fellow classmates, and receive informal feedback on their delivery. These students will also receive co-curricular transcript credit and a certificate.~~

For specifics regarding Graduate Assistantship requirements, guidelines, and policies, refer to the Graduate Assistantships Resource Center online at

<http://www.grad.usf.edu/assistantships.php>, <https://www.usfsp.edu/graduate-studies/graduate-assistantships/>, the Graduate Catalog Academic Policies Section, and also the Graduate Assistants Policies and Guidelines Handbook.

## **Student Identification Card (USFCard and ID Badge) Policy**

Policy Reference: ~~USF 0-517 USF 5.117~~– <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-517.pdf>

University policy requires all students obtain and carry the **USFCard** while on campus. The USFCard is primarily used for identification, for verification of USF status, and for using University services, such as the Library, the purchase of parking decals, obtaining passes for University sporting and theatrical events, and other related events/services. ~~USFCards may be obtained at the USFCard Center on each campus.~~ Legal Identification (passport, driver's license, or State/ Government Photo Identification card) must be presented to obtain a USFCard. For the issuance of a family card, the student (with their USFCard) must accompany the family member(s) who must also provide legal identification. All privileges extended to the family(s) are discontinued when the Sponsor is no longer a student. Use of the USFCard by anyone other than the person to whom it was issued is strictly prohibited. The cardholder is responsible for any and all losses associated with their card. Fees for issuance of the first and replacement cards are in accordance with USF 5.018. The initial cost of the card is \$10.00. Refer to the fee schedule for costs of each additional family member card. Financial services, long distance telephone services, and other features are options available at the user's discretion. USFCards are the property of the University of South Florida and must be returned on request.

[USFCards may be obtained at the USFCard Center on each campus.](#)

[Tampa:](#)  
[SVC 1032](#)

St. Petersburg:

Nelson Poynter Memorial Library-POY 221

(727) 873-4409

<http://www.dl.usf.edu/npml/usfid.html>

Sarasota-Manatee:

Parking Services

(941)359-4220

<http://www.usfsm.edu/campus-life/campus-resources/parking-services/index.aspx>

## **Student Records Policy**

Reference: USF2.0021 - <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf2.0021.pdf>

Pursuant to the provisions of the Family Educational Rights and Privacy Act ("FERPA"; 20 USC Par. 1232g), 34 CFR Par. 99.1 et seq, Florida Statutes Sub. Par. 228.093 and 240.237 and USF Rule 6C4-2.0021, Florida Administrative Code, students have the right to:

- Inspect and review their education records;
- Privacy in their education records;
- Challenge the accuracy of their education records; and
- Report violations of FERPA to the FERPA Office, Department of Education, 400 Madison Avenue, SW, Washington, D.C. 20202 and/or bring actions in Florida Circuit Court for violations of USF 4-2.001, Florida Administrative Code.

Copies of the University's student records policy, USF 2.0021, may be obtained from the [Office of the Registrar in Tampa](#), ~~Office of Registration and Records in St. Petersburg~~, [Office of Records and Registration in Sarasota](#) OR [USF Office of General Counsel](#).

~~Office of the Registrar or the General Counsel.~~

## **Academic Record**

The student's academic record shall not be changed after the student has graduated. Except in cases of administrative error, the student's academic record shall not be changed once the semester has rolled.

## Release of Student Information

Pursuant to requirements of the Family Educational Rights and Privacy Act (FERPA), the following types of information, designated by law as "directory information," may be released via official media of USF (according to USF policy [USF2.0021 Student Records](#)): *Student name, local and permanent addresses, telephone listing, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, full- and part-time status, and the most recent previous educational agency or institution attended, and other similar information.* The University Directory, published annually by the University, contains only the following information, **however**: *student name, local and permanent address, telephone listing, classification, and major field of study.* The Directory and other listings of "directory information" are circulated in the course of University business and, therefore, are accessible to the public, as well as to students, faculty, and staff. Students must inform the USF Office of the Registrar in writing (forms available for that purpose), if they wish directory information to be withheld. Such requests must be received within the first two (2) weeks of the semester and will remain in effect until the student has not been enrolled at USF for three (3) consecutive terms. Notification to the University of refusal to permit release of "directory information" via the University Directory must be received no later than the end of the first week of classes in the Fall Semester.

## Exclusions

Members or former members of the faculty who hold or have held the rank of Assistant, Associate, or Full Professor are not eligible to be granted degrees from USF, except upon prior authorization of the Office of Graduate Studies and the Provost/[Vice Chancellor for Academic Affairs in St. Petersburg and Sarasota](#). In cases where a member of the immediate family of a faculty member is enrolled in a graduate major, the faculty member may not serve on any advisory or examination committee or be involved in any determination of academic or financial status of that individual.

## Course Information

### Academic Credit hours

Reference – USF Policy 10-065 - <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-065.pdf>

Florida Statute 6A-10.033 - <https://www.flrules.org/gateway/ruleno.asp?id=6A-10.033>

Academic credit provides the basis for quantifying the amount of engaged learning time expected of a typical student enrolled in traditional classroom settings, laboratories, studios, internships and other forms of experiential learning, and distance and correspondence education. Credit hours are a measure of learning, and support a wide range of activities, including the transfer of students from one institution to another, awarding financial aid, and credentialing for employment. Because of the significance of awarding credit hours, an institution is obligated to

ensure that credit hours for courses and majors conform to the commonly accepted standards of higher education, as stated in the [Southern Association of Colleges and Schools Commission on Colleges \(SACSCOC\) Federal Requirements 4.9 \(Definition of Credit Hour\)](http://sacscoc.org/pdf/081705/Credit%20Hours.pdf) (<http://sacscoc.org/pdf/081705/Credit%20Hours.pdf>) and the SACSCOC Credit Hours Policy Statement. This Policy is intended to ensure that all credit-bearing courses and programs offered by the University of South Florida System (USF System) meet the requirements of the Federal definition of a credit hour and the Credit Hours Policy Statement issued by the SACSCOC.

In determining the maximum number of credits that may be assigned to a course, the following guidelines apply.

- For courses taught in a "traditional" classroom format in a 15-week semester, the maximum number of credits to be assigned is limited to the weekly number of 50-minute contact periods (or their equivalent) with the instructor. Underlying this statement is an assumption that each 50-minute contact period requires a minimum additional two hours of student work outside of the class involving reading, exercises, etc. Where this assumption does not hold true (as may be the case with some laboratories, for example), then the maximum number of credits may be significantly less than the weekly number of 50-minute contact periods.
  - For a lecture class, one unit is considered to be one hour of lecture class time and two hours per week of homework. For the typical three-unit class, a student spends three hours per week in class and should do six hours per week of homework. The total number of class contact hours per semester equals the credit hours multiplied by 15 weeks.
  - For a laboratory class, the hours per week are considered to be all in class with no outside assignments. Thus, one unit is three hours per week of laboratory time.
  - Where a course includes "by arrangement lab hours," these generally take the place of the hours assigned to homework, since the student is required to use supervised college facilities to do assignments related to homework. An example might be a 3-unit lecture course which requires the student also to work two hours per week in the computer lab. There would be only four hours per week of additional homework required.
- In all cases, but particularly in cases such as online learning where seat time is non-verifiable, credit hours are awarded on the basis of documented student learning outcomes that reflect the amount of academically engaged time for a typical student in a traditional format, and on the basis of documentation of the amount and type of work a typical student is expected to complete within a specified period of academically engaged time. The number of credit hours awarded is based on the number and/or rigor of student learning outcomes, with the higher number of credit hours awarded yielding greater number and/or rigor of outcomes.

## Availability of Courses

USF does not commit itself to offer all the courses, majors, and minors listed in this catalog unless there is sufficient demand to justify them. Some courses may be offered only in alternate semesters or years, or even less frequently if there is little demand.

## Mandatory First-Day Attendance Policy

All students are required to attend class the first day a class meets, for both online and on-campus courses. Students unable to attend must contact the instructor prior to the first day to ensure they are not dropped from the course. This policy is not applicable to courses in the following categories: Educational Outreach, FEEDS Program, Community Experiential Learning (CEL), Cooperative Education Training, and courses that do not have regularly scheduled meeting days/times (such as, directed reading/research or study, individual research, thesis, dissertation, internship, practica, etc.). **Students are responsible for dropping undesired courses in**

~~these categories by the 5th day of classes to avoid fee liability and academic penalty. (See USF Regulation – Registration – 4.0101, <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf4.0101.pdf>) To avoid fee liability and academic penalty, the student is responsible for insuring that he/she has dropped or been dropped from all undesired courses by the end of the 5th day of classes. (See USF Regulation – Registration – 4.0101, <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf4/0101.pdf>.~~

## **Attendance Policy for the Observance of Religious Days by Students**

In accordance with Sections 1006.53 and 1001.74(10) (g) Florida Statutes and Board of Governors Regulation 6C-6.0115, the University of South Florida (~~University/~~USF) has established the following policy regarding religious observances:

<http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-045.pdf>

Students are expected to notify their instructors at the beginning of each academic term if they intend to be absent for a class or announced examination, in accordance with this policy. Students absent for religious reasons, as noticed to the instructor at the beginning of each academic term, will be given reasonable opportunities to make up any work missed. In the event that a student is absent for religious reasons on a day when the instructor collects work for purposes of grading (homework, pop quiz, etc.), the student shall be given a reasonable opportunity to make up such work or shall not have that work averaged into the student's grade at the discretion of the instructor.

## **Cross-listing 4000/6000 Courses**

It is expected that the 4000 and 6000 courses will have distinct syllabi demonstrating different depth and breadth of the subject matter as reflected in the course requirements. The courses presuppose different audiences, and the intention is to offer them at distinct levels.

## **Course Currency**

All courses, with the exception of those approved for transfer of credit, should meet the time limit specified for the degree and be academically relevant as determined by the faculty in the graduate major. Courses used for the graduate degree requirements can be no more than ten years old at the time the degree is conferred.

## **Course Descriptions**

For a listing of the most current, approved course descriptions refer to the USF Course Inventory Database available online at <http://ugs.usf.edu/course-inventory> or in the course description listing in the Graduate Catalog.

## **Course Syllabi Policy**

Refer to [USF policy 11-008](#)

## Adds

After a student has completed his/her registration on the date assigned, he/she may add a course(s) during the drop/add week (i.e. through the fifth day of classes) through the OASIS system. Courses may be added with instructor approval and verification up to the last day to withdraw without academic penalty. See [Academic Calendar](#) for deadlines. Courses may not be added after the deadline to withdraw without academic penalty or retroactively except in cases of University Administrative error.

## Drops/Withdrawals

### Drop

A student may drop a course(s) during the drop/add periods (first five days of classes) in order for the course(s) not to appear on any permanent academic records. No tuition or fees will be assessed for course(s) dropped within that period. Courses may not be dropped after the last day of classes except in cases of University Administrative error.

**Withdrawal** - A student may withdraw from a course(s) between the second and tenth week of the semester (except for summer sessions - see the [Summer Schedule of Classes](#) for dates). However, tuition and fees will be assessed for any course(s) withdrawn by the student after the first week. The student's academic record will reflect a "W" grade for any course(s) withdrawn ~~at~~ between the second and tenth week of the semester. Under specific conditions, consideration for refund of tuition and fees may be requested if a Fee Adjustment Request form accompanied by verifiable supporting documentation is submitted to the Office of the Registrar within six (6) months from the end of the semester to which any refund would be applicable. Students who withdraw may not continue to attend classes.

Effective Fall 2016, all graduate students will be limited to a total of two course withdrawals while enrolled as a degree-seeking or a non-degree seeking taking graduate courses at USF. Only in extenuating circumstances will approval be granted for more than two course withdrawals. Appeals for additional course withdrawals due to extenuating circumstances must be submitted to the Office of Graduate Studies via the Graduate Petition process.

## Fee Adjustment Options

Students who receive approval to drop a course during the second through tenth week of classes are liable for tuition and fees. However, the student may apply for a Fee Adjustment through the Registrar's Office if the student has ~~any of the~~ [experienced](#) exceptional circumstances ~~noted above in item 3~~. The Fee Adjustment form may be submitted after the petition to drop is approved and processed. The Registrar will determine if a fee/tuition refund is applicable.

## Deletes

A "delete" completely removes the course from the record with no history that it was ever part of the record. Courses will not be deleted from a student's record except in cases of University Administrative [error](#). Requests for course deletions must be submitted only during the semester



in which the error has occurred and only with written explanation from college faculty or administrative staff verifying the error. Such requests must be submitted by the last day of classes and approved by the College Dean or designee and the Office of Graduate Studies Dean/Vice Chancellor for Academic Affairs in St. Petersburg or Sarasota or designee.

Retroactive requests for course deletions will not be approved. Faculty and students are encouraged to review course enrollment to verify accuracy of registration. In the event of extenuating circumstances such as documented medical emergencies, military leave or University error, students may request special consideration for deletions or retroactive deletions in writing to the ~~Dean of the~~ Office of Graduate Studies.

## **Retroactive Actions**

Requests for retroactive actions will no longer be considered/approved. *Also see [Academic Record](#).*

## **Auditing Privileges and Fees**

A student who wishes to sit in on a class to review the course material may do so; however, the student is not allowed to take exams, earn grades, or receive credit. The student's status for that class is an audit and his/her presence in the classroom is as a listener. Audit status must be obtained only during the first five days of the term by filing an Audit Form and a date-stamped permit from the college/department on the campus where the course is being offered, with the Registrar's Office. [Audit forms should be submitted to the Registrar's Office/Office of Records and Registration in St. Petersburg or Sarasota.](#) IN-STATE fees are assessed for all audit courses. Procedure and forms for requesting to audit are available on the Registrar's website

Tampa- Website: <http://www.registrar.usf.edu/>

St. Petersburg Website: <http://www.usfsp.edu/registrar/>

Sarasota-Manatee Website: <http://www.usfsm.edu/students/registration/index.aspx>



## **Cancellation of Registration before First Class Meeting**

Students may cancel their registration by notifying the Office of the Registrar/Office of Registration and Records in St. Petersburg and Sarasota in writing prior to the first day of classes. If fees have already been paid, the student may request a full refund of fees and tuition from the Cashier's Office ~~of Purchasing and Financial Services~~.

Tampa: ~~Office of Purchasing and Financial Services~~ Cashier's Office: (813) 974-6056  
St. Petersburg Cashier's Office: (727) 873-4107  
Sarasota-Manatee Cashier's Office: (941)359-4220

## Voluntary Withdrawal (from the major)

A student may voluntarily withdraw from their graduate major. A Voluntary Withdrawal cannot be retroactive. The effective date of the withdrawal will be entered into the student's record by the Office of the Registrar as the first business day after the end of the semester in which the request for Voluntary Withdrawal is submitted. Students who wish to withdraw must submit a *Voluntary Withdrawal Form*, available from the Office of Graduate Studies ~~([www.grad.usf.edu Tampa](http://www.grad.usf.edu/Tampa))~~; [www.usfsp.edu/graduate-studies](http://www.usfsp.edu/graduate-studies) St. Pete; (<http://www.usfsm.edu/students/registration/index.aspx> Sarasota).

Once processed, the student's status will be changed from Graduate Degree Seeking to Non-Degree Seeking. A change to Non-Degree Seeking status could adversely impact financial aid. Questions regarding the impact on financial aid ~~this~~ should be directed to the Financial Aid ~~Department Office at Tampa: at~~ (813) 974-4700; St. Petersburg (727 873-4128; (941)359-4459. The student will remain financially and academically responsible for any course(s) they have registered for. The student may request to drop or delete courses they are registered for by submitting an *Office of Graduate Studies Petition*.

## Academic Dismissal

Students may be academically dismissed from their graduate major for a variety of reasons. Once processed, the student's status will be changed from Graduate Degree Seeking to Non-Degree Seeking. A change to Non-Degree Seeking status could adversely impact financial aid. Dismissal cannot be retroactive. The effective date will be entered into the student's record by the Office of the Registrar as the First Business Day after the end of the Semester in which the student is academically dismissed, except in cases of academic dismissal due to academic dishonesty or disruption of academic process. Some of the reasons for academic dismissal include\*:

- Failure to successfully satisfy requirements to meet Conditional Admission by the deadline established by the major.
- Receiving an "FF" grade
- Failure to maintain "good standing"
- Failure to make satisfactory progress

*\*students may be dismissed for other reasons, such as violations of student conduct. Refer to the USF Policy – 6.0021 Code of Student Conduct USF (<http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf6.0021.pdf>) for more information.*

To be readmitted, the student will need to reapply for admission, meeting the admission criteria in place at the time. Graduate students who are assigned an "FF" grade will be academically dismissed from the University and will not be eligible to apply to any graduate major at USF.

# Tuition, Fees, and Financial Information

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## Tuition Information

**Tuition and Fees Regulation:** <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf4.0102.pdf>

For tuition information refer to: <http://usfweb2.usf.edu/finaid/>. Tuition and fees are subject to change, without prior notice. For information on Residency for tuition purposes, refer to the Florida Residency Policy.

All registration fees and all courses added during the drop/add period must be paid in full by the payment deadline date specified in the current *Schedule of Classes*. For payment options, see <https://www.usf.edu/business-finance/controller/student-services/cashiers/index.aspx>. Students not on an authorized deferred payment plan and who have not paid their registration fees in full by the published deadline will have their registrations canceled. A student will not receive credit for any courses taken during that semester. Students who are allowed to register in error may have their registration canceled. Any fees paid will be refunded or credited against any charges due the University.

## Student Financial Services

Houses the Cashier's office, student accounting, accounts receivable, and the Student Account Information desk. Student Financial Services are located at the following locations:

Tampa campus: Student Service Building- SVC 1039

St. Petersburg campus: east end of Bayboro Hall

Sarasota/Manatee campus: first floor main rotunda

## Veteran Deferment Benefits

The tuition deferment program for Veterans is set up through USF and the VA. Due to VA payments being delayed at times, a tuition deferment gives the student and the VA an extra 90 days past the start of the semester to pay for a student's tuition and fees. See [Veterans Benefits and Transition Act of 2018](#). Section 103PL 115-407. For more information, contact the USF Office of Veteran Success:

Tampa:

Office of Veteran Success

4202 E. Fowler Ave., ALN 130

Tampa, FL 33620

(813) 974-2291 or <http://usfweb2.usf.edu/vetserve/>

**St. Petersburg:**

Military and Veteran's Success Center

140 7<sup>th</sup> Avenue S TER 301

St. Petersburg, FL 33701

(727) 873-4467 or <https://www.usfsp.edu/military-and-veterans-success-center/>

**Sarasota/Manatee**

Veteran's Success Center

8350 N. Tamiami Trail

Sarasota, FL 34243

(941) 359-4330 or <http://www.usfsm.edu/campus-life/campus-resources/veterans-success/>

## **Financial Aid**

Financial assistance is available through the Office of University Scholarships and Financial Aid Services. Students requiring such assistance should contact [usf.edu/financial-aid/](http://usf.edu/financial-aid/) for information. Students eligible for tuition waivers (through assistantships, or employee benefits, etc.) should contact the department and/or college providing the waiver for information. Also see USF Regulation USF 6-0121 and USF 6-012.

Office of University Scholarships and Financial Aid Services

4202 E. Fowler Ave., SVC 1102

Tampa, FL 33620

(813) 974-4700 or <http://www.usf.edu/financial-aid/>

### [USF St. Petersburg Office of Financial Aid](#)

[Location: 140 7th Ave S,](#)

[Bayboro Hall 105](#)

[St. Petersburg, FL 33701](#)

[Phone: \(727\) 873-4128 or https://www.usfsp.edu/financial-aid/](#)

### [USF Sarasota-Manatee Office of Financial Aid](#)

[8350 N. Tamiami Trail, SMC C107](#)

[Sarasota, FL 34243](#)

[941-359-4459 or http://www.usfsm.edu/admissions/scholarships-and-financial-aid/index.aspx](#)

## **Policy on Refunds and Repayments**

USF Policy 10-013 at <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-013.pdf>

## **Fees, Fines, and Penalties**

USF Regulation USF4-017 at <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf4.0107.pdf>

# Academic Policies and Regulations

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- [Academic Policy and Regulation Information](#)
  - [Student Responsibilities](#)
  - [Student Conduct](#)
  - [Responsible Conduct of Research](#)
  - [Intellectual and Scholarship Integrity](#)
  - [Academic Integrity of Students](#)
  - [Disruption of Academic Process](#)
  - [Student Academic Grievance Procedure](#)
  - [Graduate Catalog](#)
  - [Student's Major Degree Requirements](#)
  - [Student's Program of Study](#)
  - [Assistantships](#)
  - [Enrollment Requirements](#)
  - [Satisfactory Academic Progress \(SAP\)](#)
  - [Academic Standards and Grades](#)
  - [Academic Renewal](#)
  - [Transfer of Credit](#)
  - [Application of USF Credit](#)
  - [Change of Graduate Major](#)
  - [Accelerated Majors Policy](#)
  - [Concurrent Degrees](#)
  - [Interdisciplinary Majors](#)
  - [Off-Campus Courses and Majors](#)
- 

## Academic Policy and Regulation Information

For USF Regulations refer to <http://regulationspolicies.usf.edu/regulations/>

For USF Policies refer to <http://regulationspolicies.usf.edu/policies-and-procedures/policy-procedures.asp>

## Student Responsibilities

The University, the Colleges, and the majors have established certain academic requirements that must be met before a degree is granted. While advisors, directors, department chairpersons, and deans are available to assist the student meet these requirements, it is ultimately the responsibility of the student to be acquainted with all policies and regulations, and be responsible for completing requirements. If requirements for graduation have not been satisfied, the degree will not be granted. The information presented here represents the University Academic Policies. Colleges, Schools, and departments may have additional requirements. Check with your College Graduate [Advisor](#) ~~Coordinator~~ or your Department Director for more information. Courses, majors, and requirements described in the Catalog may be suspended, deleted, restricted, supplemented, or changed at any time at the sole discretion of the University and the Board of Trustees. For a list of current course descriptions, refer to the USF Course Inventory database online at <https://www.systemacademics.usf.edu/course-inventory/>

## Student Conduct

Members of the University community support high standards of individual conduct and human relations. Responsibility for one's own conduct and respect for the rights of others are essential conditions for academic and personal freedom within the University. USF reserves the right to deny admission or refuse enrollment to students whose actions are contrary to the purposes of the

University or impair the welfare or freedom of other members of the University community. Disciplinary procedures are followed when a student fails to exercise responsibility in an acceptable manner or commits an offense as outlined in the Student Conduct Code. Refer to the USF 6.0021, Student Code of Conduct at <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf6.0021.pdf>

## **Responsible Conduct of Research**

Responsible Conduct of Research (RCR) is a critical element in training for scholarship. USF has information about RCR available online at: [www.grad.usf.edu/rcr.php](http://www.grad.usf.edu/rcr.php)

Effective Spring 2013, the Office of Graduate Studies requires all new doctoral students to have basic RCR training by completing the Collaborative Institutional Training Initiative (CITI) module most relevant to the student's program of study. The CITI modules have been designed to introduce researchers to various elements of research conduct ranging from research misconduct to data management to mentoring. As this is a minimum requirement, specific doctoral majors may require training that goes beyond the basic components introduced in this module. Graduate Majors that have received Office of Graduate Studies approval for rigorous RCR training consistent with disciplinary standards and practices may exempt their students from the CITI requirement. Students must complete the module, or provide evidence of previous qualified RCR training to their Graduate Director and Office of Graduate Studies, in the first semester enrolled in a doctoral major. Previous RCR training should have been completed within the past year. Students will be unable to register for courses in a future semester until successful fulfillment of this RCR requirement. Once the training is completed, the Registration hold will be lifted.

## **Intellectual and Scholarship Integrity**

### **Shared Authorship and Research Education Policy**

USF contains a broad range of academic majors in diverse disciplines, and the USF faculty recognize that the conventions on shared authorship and credit for scholarship vary among disciplines. In general, sharing in authorship implies both substantive intellectual contributions to the work and also approval of the work as it appears in public. Right to authorship credit is not automatically conveyed by being the instructor of a course, being a student's major professor, or being a research assistant working with faculty and professional researchers; neither is credit automatically prohibited because of such status.

Each college/major that includes research education shall include an explicit discussion of shared authorship issues and disciplinary conventions as part of the formal curriculum addressing research methods and ethics, including the conventions of the discipline's publications. In addition, each college or major shall have a formal statement about shared authorship made



available to students (such as on a college or major website) or given to students at the same time as they are given notice about other major and college expectations.

Each college/major shall also have a written procedure for resolving questions or conflicts about shared authorship where students are involved. The college and major may use the same procedure for resolving questions for non-student employees, but the procedure for resolving questions or conflicts involving students must address the educational needs of students (e.g., explicitly asking about the nature of the research methods and ethics education as experienced by a student involved in the case at hand).

This written procedure must be made available to students (such as on a college or major website) or given to students at the same time as they are given notice about other major and university expectations.

## **Academic Integrity of Students**

Reference USF Regulation 3.027 - To read the entire Regulation, go to: <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.027.pdf> Please note the sections that specifically pertain to graduate students.

## **Disruption of Academic Process**

Reference: USF Regulation 3.025 - <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf3.025.pdf>

## **Student Academic Grievance Procedure**

Reference: USF 10.002 Student Academic Grievance Procedure- <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-002.pdf>

For matters that are not academic in nature, reference *USF 30-053 Student Grievance Processes and Non-Academic Grievance Policy* - <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-30-053.pdf>

## **Graduate Catalog**

Also reference: USF Policy 10-059; University of South Florida System Catalogs

The USF Graduate Catalog, including college and major requirements, and major and course descriptions, is available on the web at <http://www.grad.usf.edu>. Each Catalog is published and in effect for the academic term(s) noted on the title page.

## Student's Major Degree Requirements

In order to graduate, students must meet all requirements specified in the USF Catalog of their choice, except as noted below. As the University is dynamic, changes and updates to the catalog are anticipated. In contrast to major requirements, which are tied to a specific catalog, all students must comply with University policies and procedures that come into effect each catalog year.

- Students cannot choose a USF Catalog published prior to admission (or readmission) or during an academic year in which they did not complete at least two terms. If a student is dropped from the system and must be reinstated, the student's choice of Catalog is limited to the USF Catalog in effect at the time of readmission or any one Catalog published during their continuous re-enrollment.
- If state law or certification requirements change, the student must comply with the most current standard or criteria.
- If the College, [School](#), or Department makes fundamental changes to the major that necessitates changes in the degree requirements of enrolled students, the needs of those students will be explicitly addressed in the proposal for change and scrutinized by the Office of Graduate Studies.
- USF policies and procedures not related to degree requirements, such as academic grievance procedures, student conduct code and other procedural processes and definitions, may be updated each year and the student will be held to the most current catalog and procedures available.
- USF does not commit itself to offer all the courses, ~~majors~~, and majors listed in this Catalog. If the student cannot meet all of the graduation requirements specified in the Catalog of choice as a result of decisions and changes made by the University, appropriate substitutions will be determined by the major to ensure that the student is not penalized. [Core courses and required courses for the Major should not be substituted, and may only be substituted with approval from the College Dean/Designee, and the Dean/Designee for the Office of Graduate Studies.](#)

## Student/Advisor Relationship

Although it is ultimately the responsibility of the student to be acquainted with all policies and regulations, and be responsible for completing requirements, the Advisor's role is to guide students in all aspects of their academic major and to monitor and evaluate students' progress toward their degrees. He/she should be aware of any difficulties that students may be facing in their coursework or research experiences and should work with students in resolving these issues. It is recommended that the advisor and student understand each other's expectations and that effective means of communication are established. The advisor and student are encouraged to meet at appropriate intervals to critically evaluate the student's progress. These meetings may be requested by the student or the advisor. The advisor also has the obligation to express to the student any concerns he/she may have regarding the student's performance, to stipulate the level and quality of work expected, and to offer suggestions leading to student success. As such, the advisor neither gives the student excessive guidance nor allows the student to struggle

needlessly. The goal of this relationship is to foster student independence, which results in successful completion of the program of study.

## Student's Program of Study

In addition to the graduate major requirements as specified in the Graduate Catalog, each student should have a written, flexible program of study that includes the student's choice of Catalog year, choice of concentration, cognate, or other options available in the major, and a tentative identification of other appropriate choices available to the student in the program, which may (but does not need to) include specific courses. A program of study is not a guarantee that specific courses will be available in a specific semester or that statutory and regulatory requirements will not change during the student's enrollment in the major. As required or appropriate, the program of study should be revisited and modified by the student and the student's advisor/major professor(s).

## Electronic Signatures

Where procedures described in this catalog require signatures, requirements for original signatures may be satisfied by University-approved electronic signatures or other secure methods of verifying approval by advisors, major professors, committee members, or other University administrators, faculty, and staff.

## Assistantships

Graduate Assistantships (GA), Research Assistantships (RA), and Teaching Assistantships (TA) Graduate Assistantships are intended to recruit quality students to graduate study at USF and to enhance the graduate learning experience. Graduate assistantships exist within academic departments or other university offices on campus. Graduate assistants may teach, conduct research, or perform other tasks that contribute to the student's professional development. Graduate students may be classified as Graduate Assistants (GAs), Graduate Teaching Assistants/Associates (GTAs), Graduate Instructional Assistants (GIAs), and/or Graduate Research Assistants/Associates (GRAs). All graduate assistants at USF work under a contract negotiated by the Graduate Assistants United (GAU) and the USF Board of Trustees. The GAU is the labor union certified as the exclusive bargaining agent for graduate assistants at USF.

## Eligibility

To receive an assistantship, the graduate student must meet the following eligibility requirements:

- Accepted in a graduate major-;
- Maintain an overall minimum grade point average (GPA) **and** major GPA of 3.00;
- Enrolled full-time during the semester(s) appointed as a graduate assistant.

- For Teaching Assistants, demonstrate proficiency in spoken English (if student is not from an English-speaking country)
- Maintain a satisfactory work performance evaluation for all previous work performed as a Graduate Assistant

## Appointments

Graduate Assistants may be appointed up to a maximum of 0.50 FTE for a single assistantship. ~~Majors~~ Departments/Schools who desire to appoint a Graduate Student, in any classification, more than 0.50 FTE up to 0.75 FTE, for single or multiple appointments, must submit justification to the Office of Graduate Studies for approval. Students hired in non-GA positions on campus must also not exceed 0.75 FTE for the combined position and assistantship appointments. It is preferred that students refrain from employment outside of the assistantship appointment. Departments may determine the maximum number of semesters for teaching assistantship appointments.

## Enrollment (Assistantships)

Full-time enrollment is considered nine (9) graduate credit hours in the fall and spring semesters; ~~nine (9) graduate credit hours in the spring semester~~, and six (6) graduate credit hours in the summer semester. If a graduate assistant is enrolled in the last semester of his/her program of study, the number of registered semester hours may be less than the full-time requirement. Graduate assistants must comply with all Office of Graduate Studies enrollment requirements to retain their assistantship as stated in the Graduate Catalog. For specifics regarding Graduate Assistantship requirements, guidelines, and policies, refer to the Graduate Assistants Policies and Guidelines Handbook

Note - Criminal History Background Checks may be required depending on the appointment - reference USF Policy 0-615 - <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-615.pdf>

## Enrollment Requirements

*Students receiving Veterans' Administration benefits should confirm their enrollment requirements with the Office of Veterans' Services or Veterans' Coordinator.*

## Minimum University Regulations

### USF Full-Time Student Definition

Students taking a minimum of nine (9) hours toward their degree in the fall or spring semester; or taking a minimum of six (6) hours in the summer semester, will be classified as Full-Time students for academic purposes. Students may not take more than a maximum of eighteen (18)

graduate hours per in any given semester without prior written approval by the College; exceeding eighteen (18) hours requires a signed program of study or written approval from the College.

*For financial aid enrollment requirements, refer to the Office of Financial Aid - <http://usfweb2.usf.edu/finaid/other/enrollment.aspx>.*

### **Continuous Enrollment for All Graduate Students**

All graduate degree-seeking students must be continuously enrolled. Continuous enrollment is **defined as completing, with grades assigned, a minimum of six (6) hours of graduate credit every three (3) continuous semesters.** Courses that receive a "W" grade do not fulfill continuous enrollment requirements. Colleges and majors may have additional requirements. Students on an approved leave of absence are not subject to the enrollment requirement for the time approved for the leave. Students who have been Admitted to Doctoral Candidacy must follow the Dissertation Hour Enrollment in place of the Continuous Enrollment requirement as specified here for all graduate students (not in candidacy). See also the [Time Limitations Policy](#).

### **Readmission Following Non-enrollment**

A graduate student who is not registered and enrolled for a minimum of six (6) credits in a 12-month period is automatically placed in non-degree seeking (i.e. inactive) status. Students must be readmitted to the major to continue their studies. Readmission is at the discretion of the major and is not guaranteed. *Refer to the Readmission Policy in the Graduate Admissions Section for more information.*

### **Enrollment during Comprehensive Exams and Admission to Candidacy**

During the term in which students take the comprehensive exams, students must be enrolled for a minimum of two (2) hours of graduate credit. If the exam is taken between semesters, the student must enroll for a minimum of two (2) hours of graduate credit in the semester before or following the exam. Students must also be enrolled for a minimum of two (2) hours of graduate work in the semester of admission to doctoral candidacy.

### **Dissertation Hours**

Students working on a dissertation must enroll for a minimum of two (2) hours of dissertation every semester, starting with the semester following Admission to Doctoral Candidacy, up to and including the semester the dissertation is submitted to and approved by the Office of Graduate Studies. Dissertation hours may apply to the Continuous Enrollment Requirement. Colleges and majors may have additional requirements. Students who are dropped from degree-seeking status and formally readmitted to the major must enroll in a minimum of five (5) dissertation hours in the semester that the readmission is effective. *Refer to the Readmission Policy in the Graduate Admissions Section for more information. Note: students cannot be enrolled in thesis and dissertation at the same time.*

### **Enrollment during Semester of Thesis Submission**

Students must be enrolled for a minimum of two (2) thesis hours during the semester that the thesis is submitted and approved by the Office of Graduate Studies, usually the semester of graduation. Students not enrolled for the minimum requirement will not have the thesis/dissertation approved and therefore may not be certified for graduation. *Note: students cannot be enrolled in thesis and dissertation at the same time.*

### **Enrollment during Semester of Graduation**

Students must be enrolled for a minimum of two (2) graduate hours during the semester of graduation.

### **Enrollment for Graduate Teaching and Research Assistants**

Graduate Teaching and Research Assistants should be full-time students. Exceptions must be approved by the College Dean and the Dean of the Office of Graduate Studies.

### **Leaves of Absence (LOA)**

Leaves of absence may be granted to students under exceptional and unavoidable circumstances. Students requesting a LOA must specify the reasons for the leave, as well as the duration. Requested LOA may be approved for up to two years. Students requiring less than three (3) consecutive terms of absence do not need an approved LOA if they meet the continuous enrollment requirement.

Students must be enrolled in the first semester after the approved Leave of Absence expires. ~~with an approved LOA must be enrolled in the first semester after the leave expires. To request an LOA, the student must complete the form available from the Office of Graduate Studies website.~~ The LOA must be approved by the Major Professor, the Graduate Director ~~Major~~, the College, and the Office of Graduate Studies, and is noted in the student's record. If the LOA is granted, the time absent does not count against the student's time limit to obtain the degree.

Students returning from an approved LOA must reactivate their status by contacting the Office of Graduate Studies for procedures. Doctoral candidates returning from a LOA must also have their candidacy status reactivated.

## **Satisfactory Academic Progress (SAP)**

### **For Academic Purposes**

Satisfactory Academic Progress for academic purposes is determined by the progress the student has made in the Major towards degree completion, taking into account the curriculum

requirements, as well as the time to degree allocations. This is a separate assessment from the Satisfactory Academic Progress requirement for financial aid.

## **For Financial Aid Recipients**

Reference: <http://www.usf.edu/financial-aid/sap/index.aspx>,

Reference: <https://studentaid.ed.gov/sa/eligibility/staying-eligible>

Federal regulations require all schools participating in Title IV federal financial aid programs to have a Satisfactory Academic Progress (SAP) policy that conforms to specific grade-based and time-based requirements. These requirements apply to all students as one determinant of eligibility for financial aid and include three components:

- GPA
- Pace
- Maximum Time

Refer to the Financial Aid websites for information and requirements.

## **Academic Standards and Grades**

### **Minimum University Requirements**

#### **In Good Standing**

To be considered a "student in good standing," graduate students must

- Maintain an overall minimum grade point average (GPA) of 3.00 (on a 4.00 scale) in all courses taken as a graduate student, and
- Maintain an overall minimum grade point average (GPA) of 3.00 (on a 4.00 scale) in all courses taken in each of the student's degree-seeking majors.

Only courses with grades of "C" (2.00) or better will be accepted toward a graduate degree; no grade of C- or below will be accepted. Students must meet the requirements to be in good standing to graduate. All "I" and "M" grades must be cleared for graduation to be certified. Students who fail to maintain good standing may be placed on probation or academically dismissed.

#### **Academic Renewal**

When a student changes majors or degree levels, the GPA for this new major/degree level will exclude courses taken for previous majors or degree levels, unless faculty approve the course(s) for application of internal credit toward the requirements for the new major or degree level. On the transcript, the grades for the courses taken for a previous major are noted to indicate that the grade points for that course have been excluded from the GPA for the current major or degree level that the student is enrolled. Academic Renewal is not an option for students to use to

eliminate a poor grade in a course. Refer to the Grade Point Average section for information on Grade Forgiveness.

### **Grade Point Average (GPA)**

The GPA is computed by dividing the total number of quality points by the total number of graded (**A-F**) hours completed. The total quality points are figured by multiplying the number of credits assigned to each course by the quality point value of the grade given. The GPA is truncated to two decimals (3.48) and is not rounded up.

Credit hours for courses with grades of **I, IU, M, MU, N, S, U, W, Z** and grades which are preceded by **T** (Transfer) are subtracted from the total hours attempted before the GPA is calculated. Graduate students are not eligible for grade forgiveness. All grades earned, regardless of course level, will be posted on the transcript. If a student retakes a course, both grades will be used in the determination of the GPA. Courses taken at USF as non-degree-seeking are not computed in the GPA unless the courses are transferred in and applied to the degree requirements. The program and the college must approve such actions.

Grades for transfer credits accepted toward the major will not be counted in the GPA unless the coursework in question was taken as a non-degree-seeking student at USF and meets the requirements stated above (see Institution Based Credit/Transfer of Credit section).

### **Graduate Grading System**

#### ***Plus/Minus Grading:***

Effective fall semester 2000, graduate and undergraduate grades will be assigned quality points in the Grade Point Average (GPA) grading system. The +/- designation must be included in the syllabus provided at the beginning of the course. The use of the +/- grading system is at the discretion of the instructor. The syllabus policy is available ~~in the office of the Provost.~~ at: <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-11-008.pdf>.

#### Letter grade = number of grade points

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00



D-	.67
F	0.00
E	Course repeated, not included in GPA
FF	Failure due to academic dishonesty (Graduate Students who receive an FF will be academically dismissed from the University and will not be eligible to apply to any graduate program at USF. <i>See section on Academic Dishonesty and Graduate Studies Policy on Academic Integrity for more information.</i> )
CF	Cancelled Financially (Course was cancelled due to financial reasons)
CMU	Cancelled, Missing Grade that has turned to a "U"
IB	Incomplete, grade points not applicable
IC	Incomplete, grade points not applicable
ID	Incomplete, grade points not applicable
IF	Incomplete, grade points not applicable*
M	Missing grade/no grade reported by instructor, grade points not applicable
N	Audit, grade points not applicable
S/U	Satisfactory/Unsatisfactory, grade points not applicable
W	Withdrawal or drop from course without penalty, grade points not applicable
WC	Withdrawal for extenuating circumstances
Z	Continuing registration in multi-semester internship or Thesis/Dissertation courses, grade points not applicable

*\* Incomplete grade policy change effective fall 08. IF grades earned and posted prior to fall 2008 do calculate in the GPA; IF grades earned as of fall 2008 forward do not calculate in the GPA refer to Incomplete Grade Policy for more information.*

### ***Satisfactory (S)/ Unsatisfactory (U)***

Graduate students may not take courses in the major on an S/U (satisfactory / unsatisfactory) basis unless courses are specifically designated S/U in the Catalog. Students may take courses outside of the major on an S/U basis with prior approval of the course professor, major professor or advisor, and the Dean of the College in which the student is seeking a degree. The student may apply a maximum of six (6) hours of [courses taken outside of the major for S/U credit toward a master's degree](#) ~~such credit (excluding those courses for which S/U is designated in the Catalog) toward a master's degree~~. Directed Research, Thesis, and Dissertation courses are designated as variable credit and are graded on an S/U basis only. Before a student begins work under Directed Research, a written agreement must be completed between the student and the professor concerned, setting forth in detail the requirements of the course.

***Incomplete (I)***

Definition: An Incomplete grade ("I") is exceptional and granted at the instructor's discretion only when students are unable to complete course requirements due to illness or other circumstances beyond their control. This applies to all gradable courses, including pass/fail (S/U).

Students may only be eligible for an "I" when:

- the majority of the student's work for a course has been completed before the end of the semester the work that has been completed must be qualitatively satisfactory
- the student has requested consideration for an "I" grade as soon as possible but no later than the last day of finals week.

The student must request consideration for an Incomplete grade and obtain an "I" Grade Contract from the instructor of record. Even though the student may meet the eligibility requirements for this grade, the course instructor retains the right to make the final decision on granting a student's request for an Incomplete. The course instructor and student must complete and sign the "I" Grade Contract Form that describes the work to be completed, the date it is due, and the grade the student would earn factoring in a zero for all incomplete assignments. The due date can be negotiated and extended by student/instructor as long as it does not exceed one semester from the original date grades were due for that course. The instructor must file a copy of the "I" Grade Contract in the department that offered the course and submitted through [Re-Grades](#) by the date grades are due. The instructor must not require students to either re-register for the course or audit the course in order to complete the "I" grade. Students may register to audit the course, with the instructor's approval, but cannot re-take the course for credit until the "I" grade is cleared. The instructor will be required to complete the I-Grade Contract online when posting the semester grade at the end of the term, identifying the remaining coursework to be completed, the student's last day of attendance, and the percent of work accomplished to this point. This online contract will be automatically copied to the student's email and to the Registrar.

An "I" grade not cleared within the next academic semester (including summer semester) will revert to the grade noted on the contract. "I" grades are not computed in the GPA, but the grade noted on the contract will be computed in the GPA, retroactive to the semester the course was taken, if the contract is not fulfilled by the specified date. When the final grade is assigned, if applicable, the student will be placed on academic probation or academically dismissed (refer to Automated Academic Probation Procedures for information). Students cannot be admitted to doctoral candidacy or certified for graduation with an "I" grade.

***Example:***

- student has a "B" in the course, not including the grade for the missing assignment, therefore is eligible for an "I"
- student's grade, including a zero for the missed work, would be an "D"
- student and instructor complete the "I" Grade Contract, assigning an "ID" (Incomplete - +D grade)

***Deadline Agreed Upon in Contract (e.g. two weeks):\****

If the student completes the work as agreed upon in the Contract by the noted deadline

- the instructor of record will submit a change of grade in e grades
- student earns final grade comprised of all completed course work

If the student does not complete the work as agreed upon in the Contract by the noted deadline

- "I" automatically drops off and the grade of "D" remains.
- GPA is recalculated for the current semester and retroactively recalculated for the semester in which the "I" was granted.

*\* Although the instructor establishes the deadline for completion of the work, the deadline may only extend through the end of the subsequent semester.*

***Missing (M)***

The University policy is to issue an **M** grade automatically when the instructor does not submit any grade for a graduate student. Until it is removed, the **M** is not computed in the GPA. To resolve the missing grade, students receiving an **M** grade must contact their instructor. If the instructor is not available, the student must contact the instructor's department/[school](#) chair. Courses with an **M** grade may not be applied to the major requirements. Students with an **M** grade will not be admitted to doctoral candidacy until the **M** grade is resolved. [Students cannot be certified for graduation with an M grade.](#)

***Continuing Registration Grades (Z)***

The **Z** grade shall be used to indicate continuing registration in multi-semester internship or thesis/dissertation courses where the final grade to be assigned will indicate the complete sequence of courses or satisfactory completion of the thesis/dissertation. Upon satisfactory completion of a multi-semester internship or thesis/dissertation, the final grade assigned will be an **S**. The Office of Graduate Studies submits the change of grade for the last registration of thesis/dissertation courses once the thesis/dissertation has been accepted for publication.

*Note: Graduation will not be certified until all courses have been satisfactorily completed. No grade changes will be processed after the student has graduated except in the case of university error. Procedures requiring petitions are processed through the Office of Graduate Studies.*

**Probation**

Any student who is not in good standing at the end of a semester shall be considered on probation as of the following semester. The college or major may also place students on probation for other reasons as designated by the college or major. Notification of probation shall be made to the student in writing by the department, with a copy to the College Dean. At the end

of each probationary semester, the department shall recommend, in writing, to the College Dean one of the following:

1. Removal of probation
2. Continued probation; OR
3. Dismissal from the major.

Students on probation may only enroll in graduate courses (5000-7000 level) that are part of the approved degree major requirements as specified in the Graduate Catalog. Students with a GPA below 3.00 for two consecutive semesters will be prevented from registering for courses without the permission of the College Dean. The College Dean will notify the Dean of the Office of Graduate Studies in cases of academic dismissal. To be readmitted, the student will need to reapply for admission, meeting the admission criteria in place at the time. For information on the Automated Probation Process go to <http://www.grad.usf.edu/inc/linked-files/probation-procedure.pdf>

### **Voluntary Withdrawal**

A student may withdraw from the university without grade penalty by the University deadline. Information on the different types of withdrawal (i.e., withdrawing from a single class – see the Drop section, an entire semester, or from the major itself) can be obtained from the [Office of Graduate Studies Registrar's Office](https://www.usf.edu/graduate-studies/students/forms.aspx) (<https://www.usf.edu/graduate-studies/students/forms.aspx>). Appropriate alternative calendar dates may apply. Students who withdraw may not continue to attend classes.

### **Transfer of Credit (*From Institutions External to USF Tampa*)**

Students may transfer graduate-level structured coursework into their graduate major taken at regionally accredited institutions, ~~including USF System Institutions (USF St. Petersburg, USF Sarasota Manatee)~~, with the approval of the graduate major, college, and Office of Graduate Studies. Individual Graduate Majors may have more restrictive requirements.

- May transfer only graduate-level (5000-7999) structured coursework with a grade of B (3.00) or better. Courses with Pass/Fail grades are not eligible for transfer. Grades from courses taken at other Institutions are not calculated in the USF GPA, although the courses are listed on the transcript and the hours are reflected in the total hours earned.
- May transfer in up to 50% of a given graduate major's total minimum hours as reflected in the individual major listings in the USF Graduate Catalog in effect at the time of initial enrollment for that major. For doctoral majors, this percentage is based on the post-baccalaureate minimums. *Note – the 50% maximum includes the total of both external Transfer of Credit and Internal Application of credit.*
- Must not have been used for a completed degree. For students with coursework from a completed degree, the specific course requirements in common across both majors may be waived with the substitution of other approved coursework at the discretion of the [graduate advisor](#). ~~major~~. For students entering a doctorate after completion of a master's degree, departments may count up to 50% of the structured graduate credits from the

master's toward the post-baccalaureate requirements for the doctorate. The courses must be individually evaluated and transferred in. Block transfers are not permitted.

- Transferred courses must not be older than ten years at the time of graduation or course currency is required.

#### *Approval Process and Deadlines for Transfer of Credit*

Acceptance of transfer of credit requires submission of the Transfer of Credit Form and approval of the:

- Graduate Director
- College Dean or designee
- Dean of the Office of Graduate Studies or designee

The Graduate Major / Department will be responsible for evaluating, approving, and initiating the transfer using established criteria to ensure academic integrity of the coursework. This must be completed and submitted to the Office of Graduate Studies no later than the end of the first semester the student is enrolled in the graduate major.

#### **Application of USF Credit**

Up to 50% of graduate-level (5000-7999) structured coursework with a grade of B (3.00) or better, taken as a non-degree seeking student at USF may be applied toward their graduate degree provided the courses are required for the major.

- The 50% is calculated based on the total minimum hours of the major as reflected in the individual major listings in the USF Graduate Catalog in effect at the time of initial enrollment for that major. For doctoral majors, this percentage is based on the post-baccalaureate minimums.
- Courses must not have been used for a completed degree. For students with coursework from a completed degree, the specific course requirements in common across both majors may be waived with the substitution of other approved coursework at the discretion of the major.
- Unstructured courses and courses with Pass/Fail grades are not eligible for application of credit. Grades from courses taken at USF are calculated in the USF GPA and are noted on the transcript.
- Courses must not be older than ten years at the time of graduation or course currency is required.

Exceptions:

All non-degree seeking coursework that is applicable to the major, taken from USF will be applied in the following situations, pending approval of the graduate major, College, and Office of Graduate Studies.

Structured graduate courses taken as

- an undergraduate student that were not used as part of the undergraduate degree requirements
- a Graduate Certificate student
- a degree-seeking student, where the student is approved for a Change of Major to another graduate major

**Students in an existing Major who drop to non-degree seeking status and seek readmission to the same major do not qualify for the exception.**

#### *Approval Process and Deadlines for Application of Internal Credit*

Acceptance requires completion of the Application of Credit Form and approval of the

- Graduate Director
- College Dean or designee
- Dean of the Office of Graduate Studies or designee

The Graduate Major / Department will be responsible for evaluating, approving, and initiating the application of credit using established criteria to ensure academic integrity of the coursework. This must be completed and submitted to the Office of Graduate Studies no later than the end of the first semester the student is enrolled in the graduate major.

## **Change of Graduate Major**

See [Change of Graduate Major](#) in the Admissions Section.

## **Accelerated Majors Policy**

Accelerated Majors allow highly qualified undergraduate students to complete a Bachelor's degree and a master's degree or a Bachelor's degree and a professional doctorate in a select few majors on an accelerated timeline. Accelerated Majors commonly offer a shorter duration to completion of both degrees. Students complete a portion of the required graduate coursework while classified as an undergraduate student and have it count towards both degrees. As soon as the student completes the undergraduate degree requirements, the student is converted to graduate student status, where the remaining graduate requirements are fulfilled. Students interested in pursuing an Accelerated Major must complete an Accelerated Major Application.

**Note:** *Although students may be in an Accelerated Major, pursuing a Bachelor's and Master's Degree at the same time, they cannot be enrolled in two levels at once.*

Accelerated Majors:

- Require that degrees are conferred sequentially
- Have an approved Program of Study, including a plan for academic advising and notation for financial aid impact
- May share up to twelve (12) hours of structured graduate credit between the graduate and undergraduate degree or between the graduate degree and the Honors College Curriculum Requirements tied to the undergraduate major. Refer to the specific major for total hours approved to be shared.
- Require approval from the Undergraduate Council, Graduate Council, and if applicable, SACSCOC. It is preferred that the total combined credits be at least 150 credits (120 bachelor's and 30 master's) after the shared coursework is counted. Accelerated Majors with less than 150 total combined credits may be considered for approval but require submission to SACSCOC as a Substantive Change to the Major.
- Require a 3.33 GPA overall and a 3.50 GPA in the undergraduate Major
- Require that the admission requirements for the graduate major be noted in the Accelerated Major requirements.
- Require a minimum of 15 hours in the undergraduate major to be completed before a student may apply for consideration for the Accelerated Major
- Require a "B" (3.00) in each graduate course taken as part of the shared credits applied to both undergraduate and graduate majors. Consequences for not obtaining a "B" will be noted in ~~the specific~~the specific Accelerated Major requirements

## Application and Progression

Application - Students may be considered for an Accelerated Major following completion of a minimum of 15 hours in the undergraduate major and submission of an *Accelerated Major Application*. The student may be considered for acceptance into the Accelerated Major through faculty nomination or student self-nomination via submission of the Accelerated Major Application Form. Advisors/Graduate Directors~~Majors~~ will review and approve the application.

Progression – Advisors/Graduate Directors~~Majors~~ will verify graduate admission eligibility and submit the required paperwork (*Accelerated Graduate Major Progression Form*) to officially convert the student to graduate standing, no later than the semester in which ~~when~~ the student ~~has will~~ reached 90~~120~~ hours or the semester in which the Bachelor's degree ~~has been~~will be conferred. The application requires approval from the Graduate Major, College, and Office of Graduate Studies.

## Concurrent Degrees

Students interested in Concurrent Degrees:

- Must apply for admission to the first major and validate admission through enrollment. In the semester following that enrollment, the student must apply for admission to the second major and concurrent degree approval.

- May share between 0% and 15% of the total combined minimum credit hours. Only structured graduate coursework may be shared.
- Will meet all other separate degree requirements (e.g. two dissertations, one thesis/one dissertation, projects, exams, etc.), unless the Concurrent Degree was approved with a combined requirement by Graduate Council through the formal Concurrent Degree Curriculum Approval.
- Must have a minimum of 60 total combined graduate hours after the shared hours are applied for concurrent master's majors, or a minimum of 102 total combined graduate hours for a concurrent master's/doctorate
- Degrees may be conferred sequentially or concurrently, as specified in the approved Major requirements
- Both Degrees must be conferred within the time-limit for the first degree to which the student is admitted.

Example: A student is enrolled in two master's majors, one requires 30 hours and the other requires 42 hours minimum. With approval, the student may share 9 hours (equal to or less than 15%) across the combined 72 total minimum credit hours required. The total minimum hours completed would then be 63. The student would also complete two separate theses. In concurrent degrees where the student is completing a thesis for one major and the other does not require a thesis, the thesis submitted to the Office of Graduate Studies reflects the Major for which it is required.

## Concurrent Degree Curriculum Approval

A Concurrent Degree may be developed in the following ways:

- an established relationship between two majors formulated through the Department(s) and then formalized through the College(s), Office of Graduate Studies, and Graduate Council. A current list of formalized programs with Concurrent Degree designation may be found in the Graduate Catalog.
- [formulated](#) by an individual student who is interested in pursuing two majors that are not currently a formalized Concurrent Degree. Students must request approval from both majors of interest to pursue a Concurrent Degree with those majors. Any approved Concurrent Degrees must meet the minimum accreditation requirements (e.g. 60 hours combined after sharing hours [between two Master's degrees](#)). For procedures and the necessary forms, refer to the Office of Graduate Studies website. Note: when a Major has this occur more than three times, the Major should follow the process to formalize that Concurrent Degree.

## Interdisciplinary Majors

A student may pursue a single graduate degree that spans several academic areas.

### **An Interdisciplinary Major –**

Defined as a student pursuing a single stand-alone graduate degree, which is offered across two



or more graduate majors. (Note: where two separate degrees are preferred, refer to the Concurrent Degree information above).

### **Application to an Interdisciplinary Major**

Students interested in applying for admission to an Interdisciplinary Major follow the established University, College, and Major admission requirements – refer to the Office of Graduate Studies website for specific information for that particular major.

### **Development of an Interdisciplinary Major**

Interdisciplinary Majors are formalized through the College, Office of Graduate Studies, and Graduate Council and must follow the University requirements for development of a new degree program and/or major, including notation on the [Accountability Plan](#)~~Workplan~~, if applicable. Procedures for developing an Interdisciplinary Major are available on the Office of Graduate Studies website. For information contact the Office of Graduate Studies.

### **Off-Campus Courses and Majors**

Graduate courses and majors are offered at locations other than the Tampa, Sarasota, [and St. Petersburg](#), ~~and Lakeland~~ campuses. Information on course enrollment procedures for off-campus courses and majors may be obtained from the College in which the courses or majors are offered.

# University Degree Requirements

 [Print this Page](#)

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- [Student Responsibilities](#)
  - [Graduate Faculty Definition](#)
  - [Master's Degree Requirements](#)
  - [Education Specialist Degree \(Ed.S.\) Requirements](#)
  - [Master's Minimum Hours](#)
  - [Institutional Enrollment Requirement](#)
  - [Time Limitations](#)
  - [Major Professor](#)
  - [Comprehensive Exam](#)
  - [Thesis Committee](#)
  - [Thesis](#)
  - [Doctoral Degree Requirements](#)
  - [Doctoral Minimum Hours](#)
  - [Institutional Enrollment Requirement](#)
  - [Time Limitations](#)
  - [Major Professor](#)
  - [Doctoral Committee](#)
  - [Qualifying Exam](#)
  - [Admission to Candidacy](#)
  - [Dissertation](#)
- 

## Degree Requirements

The following sections describe the University [minimum](#) requirements established by the Office of Graduate Studies for the Master's, Education Specialist, and Doctoral degrees. However, individual majors and colleges may establish additional or *more stringent* requirements.

## Student Responsibilities

The University of South Florida and all colleges, departments and majors therein establish certain academic requirements that must be met before a degree is granted. These requirements concern such things as curricula and courses, majors and minors, and academic residence. Faculty and graduate [program](#) directors are available to help the student understand and arrange to meet these requirements, but the student is responsible for fulfilling them. At the end of a student's course of study, if all requirements for graduation have not been satisfied, the degree will not be granted. For this reason, it is important for students to acquaint themselves with all regulations and to remain currently informed throughout their college careers. Courses, majors, and requirements described in the catalog may be suspended, deleted, restricted, supplemented, or changed in any other manner at any time at the sole discretion of the University and the USF Board of Trustees.

## Graduate Faculty Definition

The University of South Florida recognizes Graduate Faculty and Affiliate Graduate Faculty. Only Graduate Faculty, and Affiliate Graduate Faculty approved for such purposes, may serve as the Instructor of Record for graduate level courses.

**Graduate Faculty** is defined to consist of all tenure-track or tenured faculty appointed at the Assistant, Associate, or Professor rank, who holds a terminal degree or equivalent in their discipline. Graduate Faculty members are eligible to teach graduate courses and may direct and serve on masters, specialist, and doctoral level committees. To chair a doctoral level committee, a Graduate Faculty member must engage in current and sustained scholarly, creative, or research activities, such as publications, performances, exhibitions, patents, inventions and research grants.

**Affiliate Graduate Faculty** membership may be granted by the Office of Graduate Studies Dean/[Vice Chancellor for Academic Affairs \(or designee\)](#) to individuals whose skills or expertise meet criteria established by the College. Affiliate Graduate Faculty membership is in effect for a specified period of time and specific purposes. Affiliate members may be eligible to serve on masters, specialist, and doctoral level committees, to direct master's and specialist's level committees, and to co-direct doctoral level committees, at the discretion of the College. Affiliate Graduate Faculty can only serve as the Instructor of Record when they have a terminal degree in the discipline and are approved to teach graduate courses in that field. Emeritus Professors and retired or recently resigned professors may also be appointed as Affiliate Graduate Faculty with the approval of the College and Office of Graduate Studies Dean/[Vice Chancellor for Academic Affairs \(or designee\)](#).

**Graduate Faculty Approval** – Graduate faculty is defined as noted above; Colleges and Departments may have additional requirements. The Office of Graduate Studies will maintain a list of Graduate Faculty along with approval guidelines from the Colleges and Departments. Also reference USF Policy 10-115 – Faculty Credentials for Teaching Undergraduate and Graduate Courses - <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-115.pdf>. For a current list of Graduate Faculty and Affiliate Graduate Faculty in any major contact the graduate director or coordinator.

## Master's Degree Requirements

### Minimum Hours

A minimum of thirty (30) hours is required for a master's degree, at least sixteen (16) hours of which must be at the 6000 level or above; the remaining hours must be at the 5000 level or above.

At least twenty (20) hours must be in formal, regularly scheduled structured course work. Lower level undergraduate courses may not be used to satisfy master's course requirements but may be taken to meet specific prerequisites. All graduate and undergraduate courses taken as a graduate

student will be included in the computation of ~~count in~~ the overall GPA, whether or not they count toward the minimum hours for the degree. Graduate students may not enroll for more than 18 hours in any semester without written permission from the College Dean. The minimum number of credit hours required for each individual master's major is noted in the degree requirements section of the Graduate Catalog for that major listing. Majors with formally approved concentrations must have core major requirements that all students must successfully complete.

## **Institutional Enrollment Requirement**

~~At least 50% of credits toward a graduate degree must be earned through instruction offered by the home institution (e.g., USF Tampa, USF St. Petersburg, USF Sarasota Manatee) granting the degree.~~ For information about the minimum number of credit hours required for the major refer to the curriculum requirements in the catalog listing for that major. Students are responsible for consulting with their Graduate Director for information on courses that may be taken outside their graduate major, as well as the Transfer of Credit Policy for course transfer eligibility requirements. Although equivalent courses may be offered at other institutions ~~including within the USF System~~, they may not satisfy degree requirements.

Students must matriculate for at least one semester following admission to the University before graduation may be approved. Students who want to change majors following admission into the University, must wait one semester before submitting the Change of Major request.

Students who change to a lower degree level (e.g. change from doctorate to master's), in the same major, may graduate the same semester that the change is approved, provided that it is not the first semester following admission to the University.

## **Time Limitations**

Master's and Ed.S. degrees must be completed within five (5) years from the student's date of admission for graduate study. Courses taken prior to admission to the USF graduate major, for example as non-degree seeking or from other institutions, must be transferred in prior to graduation (preferably before the end of the student's second semester; see [Course Currency Link](#)). Master's and Ed.S. degrees (including concurrent degrees) that require course work in excess of 50 credit hours may be granted a longer time limit by the University Graduate Council.

## **Time Limit Extensions**

In the event that a student nears the end of the time limitation as specified above, but the student needs more time to complete the degree, the student may submit a request for an extension using the *Time Limit Extension Request Form*, available on the Office of Graduate Studies website <http://www.grad.usf.edu/student-forms.php> (Tampa); <http://www.usfsp.edu/grad> (St. Petersburg), or [http://sar.usfsm.edu/catalog/academics/academic-policies-regulations/time-limit-extensions/\(Sarasota\)](http://sar.usfsm.edu/catalog/academics/academic-policies-regulations/time-limit-extensions/(Sarasota))

Requests must include:

- the reasons for the delay in completion,
- the anticipated time needed for completion,
- endorsements from the graduate faculty advisor, graduate major, and College Dean or designee,
- a detailed plan of study denoting the pathway to completion and timeline for the remaining requirements for the degree

*Note — for the time limit extension procedures, if the time limit extension will cause courses taken within the major to be older than 10 years, then a request for course concurrency may be required or the courses may be invalidated toward the degree requirements, per the time-limit policy.*

If approved, the time-limit extension [also](#) applies to courses applied toward the degree, with the exception of those transferred in or from completed majors. However, majors may require additional or repeat coursework as part of the condition of the time-limit extension. For requests exceeding a year of additional time, the Office of Graduate Studies will audit the student's progress each semester to ensure that the plan of study is adhered to and that progress towards degree completion is occurring.

Students who exceed the time limitations may have their registration placed on hold until a request for extension has been approved. Only one time-limit extension request is permitted. Students who are temporarily unable to continue the major should submit a Leave of Absence Request, which extends the time limit for the duration of the approved Leave for up to two years (see the section on [Leave of Absence](#) in the Enrollment Requirements section.)

*Note - Time Limit Extensions are valid for a maximum period of two (2) years from the date of request. ~~For more information and guidance, contact the Office of Graduate Studies.~~*

## **Enrollment Requirements**

Refer to the [Academic Policies](#) Section

## **Major Professor**

The Major Professor serves as the student's advisor and mentor. Students should confer with the academic area to confirm the internal process and timeline for the selection and appointment of the Major Professor. The student must identify a major professor from the student's academic area, approved by the student's Department/School (or College if a College ~~administered~~[administered](#) major), and receive that person's agreement to serve as major professor. The selection of the Major Professor must be approved and appointed as soon as

possible, but no later than the time the student has completed 50% of the major. Students must have a major professor in order to maintain Satisfactory Academic Progress.

If a major professor cannot be identified or in the event a major professor is unable or unwilling to continue serving on the student's committee, the student is responsible for finding another major professor from the Department (or equivalent). Students who are unable to find a replacement major professor should confer with the Graduate Director for available options (including converting to a non-thesis option if available.) If no other options exist, the student may be requested to voluntarily withdraw from the major or may be honorably withdrawn in good academic standing. The student and major professor should plan a program of study which, when completed, will satisfy the degree requirements specified. A copy of this program of study, signed by the student and professor, must be maintained in the student's department file.

Major Professors must meet the following requirements:

- ~~Be from the student's academic area~~—Be graduate faculty\*, as defined by the University, from the student's academic area.
- Be engaged in current and sustained scholarly, creative, or research activities and have met departmental (or equivalent) requirements
- Have been approved by the student's Department Chair (or equivalent) to serve as a Major Professor or Co-Major Professor

*\*Affiliate Graduate Faculty may serve as a Co-Major Professor with a graduate faculty from the student's department. Co-Major Professors may be two graduate faculty or one graduate faculty and one approved Graduate Affiliate Faculty*

The membership of graduate faculty will be based upon criteria developed within the appropriate major or department and approved at the college level. These criteria must be forwarded to the Dean of the Office of Graduate Studies.

In the event a Major Professor leaves the University (i.e., for an appointment at another university, due to retirement, etc.) and the Major Professor is willing and able to continue serving on the student's committee, the Major Professor then becomes a Co-Major Professor on the Committee and another graduate faculty from the student's Department is appointed as the other Co-Major Professor. In the event that the other Co-Major is Affiliate Graduate Faculty, the faculty leaving the University may remain as a member, with another graduate faculty from within the student's Department appointed as the other Co-Major Professor. To ensure that the student can make satisfactory progress, one of the Co-Major Professors must be accessible on the University campus for the student to make satisfactory progress on the thesis/dissertation. In the event a Major Professor is on temporary leave (e.g. sabbatical, research, etc.); the Major Professor shall coordinate with the Graduate Director to facilitate the needs of the student. In some instances, a student may choose to have two professors serve as Major Professor. In this situation the faculty are approved as "Co-Major Professors" and jointly serve in that role. Consequently, both faculty must sign approval on paperwork pertaining to the student's processing (i.e., committee form, change of committee form, etc.)

## **(Co-) Major Professor(s) of the Graduate Student Supervisory Committee Responsibilities**

*Approved by the Graduate Council on May 15, 2000; revised August 26, 2013:*

- Approving and submitting the Graduate Student Supervisory Committee Form to the Program, and if necessary, the College
- Approving and submitting the Admission to Candidacy Form.
- Specifying the style manual to be used for the thesis/dissertation before the student begins writing the manuscript. The style manual should be appropriate to the discipline.
- Students should not be told to follow other theses/dissertations.
- Referring students to the Thesis and Dissertation Guidelines (<http://www.grad.usf.edu/ETD-res-main.php>) to obtain information on University Format Requirements.
- Verifying by signing the Certificate of Approval, that the student's thesis or dissertation is ready to be submitted to the OGS for publication.
- Verifying, by signing the Request for the Ph.D./Ed.D. Final Oral Examination Form, that the student is ready to defend the dissertation.
- Verifying, by signing the Successful Defense of the Ph.D./Ed.D. Form, that the doctoral student has successfully defended the dissertation.
- Reading and approving the final copy of the thesis/dissertation for content and format prior to signing the Certificate of Approval.

## **Thesis Committee**

Students working toward a thesis degree will have the benefit of a committee of members of the graduate faculty. The committee will approve the course of study for the student and plan for research, supervise the research and any comprehensive qualifying exams, and read and approve the thesis for content and format.

## **Composition**

The committee will consist of either:

- the major professor and at least two other members or
- two co-major professors and at least one other member

Committee members should be from the general research area in which the degree is sought. (Colleges and Majors may require additional committee members and specify characteristics.)

## **Member Definition**

All graduate faculty, as defined by the University and the College/Department, and approved by their department and college, are assumed by the Office of Graduate Studies as qualified to be a member of and/or supervise a committee. Persons desiring to serve on a Graduate **C**ommittee who are not defined as Graduate Faculty (i.e. visiting faculty, professionals, etc.) by the

University and the College/Department must submit a curriculum vitae (CV) and be approved by the Department, College, and, as needed, the Office of Graduate Studies, for each committee.

Committee members must meet the following requirements:

- Be graduate or affiliate graduate faculty, as defined by the University
- Have the background and expertise that contributes to the success of the student.

In addition to the requirements specified in the Graduate Faculty definition, committee membership will be based upon criteria developed within the appropriate major or department and approved at the college level. These criteria must be forwarded to the Dean of the Office of Graduate Studies.

### **Approval**

Once a committee has been determined, a Supervisory Committee Form needs to be completed by the student and submitted to the Committee Members for original signatures. Check with the College for instructions and forms. The original appointment form and two (2) copies should be submitted to the College Associate Dean's office for approval. A copy of the approved form should be kept in the student's file. An approved and current Committee Form must be on file in the major/college before graduation may be certified. Committee forms need to be processed as early in the major as possible, but no later than the semester prior to graduation. (Colleges and departments may institute additional requirements for membership on Supervisory Committees.)

### **Changes to Committee**

Changes to a Supervisory Committee must be submitted on a Change of Committee Form. Check with the College for instructions and forms. Original signatures of faculty being added to the Committee, along with the approval signature of the (Co-) Major Professor(s), must be on the form. Faxed signatures are acceptable. Faculty who are removed from the Committee are not required to sign the form, provided that the (Co-) Major Professor(s) has signed. In such instances the signature of the (Co-) Major Professor(s) indicate(s) approval of the change, as well as acknowledgement and approval of the change by the removed member. Any non-faculty being added to a committee must submit a Curriculum Vitae (CV) for college approval. Change of Committee Forms should be submitted for approval as soon as the change takes place. Changes to a Committee are official only once approved and filed by the major and college.

### **Masters Comprehensive Examination**

Prior to clearance for the degree, candidates must perform satisfactorily on a comprehensive examination or an alternative method designated by the academic unit to measure student competency in the major area. The Comprehensive Exam, or designated alternative method, must be completed while in residency (i.e. current active student) at USF, administered by USF faculty, covering content for the USF major. Students must be degree-seeking and enrolled for a minimum of two (2) hours of graduate credit during the semester when the comprehensive



examination is taken. If the exam is taken between semesters, the student must be enrolled for a minimum of two (2) hours of graduate credit in the semester before or following the exam.

## **Thesis**

If a thesis is required, it must conform to the guidelines of the University. Refer to the Thesis and Dissertation Guidelines, available on the web at <http://www.grad.usf.edu/ETD-res-main.php> (Tampa); <http://www.usfsp.edu/grad>; (St. Petersburg); <http://sar.usfsm.edu/catalog/academics/academic-policies-regulations/thesis/> (Sarasota) for complete information about requirements, procedures, and deadlines. *For enrollment requirements, refer to the [Academic Policies](#) section.*

## **Thesis Format**

The University accepts the standard format for the discipline of the major. Formats must be consistently applied and follow national standards for the discipline.

For the preliminary pages, which follow a standard University format, refer to the ETD website - <http://www.grad.usf.edu/ETD-res-main.php>

## **Directed Research**

Directed Research hours may satisfy up to 50% of the thesis hour requirement.

## **Manuscript Processing Fee**

USF Regulation USF4-0107, <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf4.0107.pdf>

Students participating in the thesis/dissertation process are required to pay a processing fee. More information is available on the Thesis and Dissertation website.

## **Exchange of Thesis for Non-Thesis Credit**

If a student changes from thesis to non-thesis during a semester and is currently enrolled in thesis credit, the current thesis credits may be exchanged without academic penalty if an Office of Graduate Studies Petition is filed with the Office of Graduate Studies no later than the last day to withdraw ~~without Academic Penalty~~ (see [Academic Calendar](#) for applicable dates). If a student enrolled in a thesis required major has taken thesis credits but elects to change to a non-thesis

track [or program](#), the accumulated thesis credits may not be exchanged or converted to another non-structured credit. The thesis hours will remain on the transcript and will retain the "Z" grade.

### **Thesis Defense**

Policies and procedures for the thesis defense are handled within the College and Major. Contact the College and Major for requirements.

### **Thesis Final Submission Guidelines**

Information on requirements for submission of the finished and approved manuscript copy~~ies~~ is available online at the Thesis and Dissertation website: <http://www.grad.usf.edu/ETD-res-main.php> . Students who fail to submit the final copy of a thesis by the posted submission deadline will be considered for graduation in the following semester and must therefore apply for graduation by the posted deadline, enroll in a minimum of two (2) thesis hours for that subsequent semester, and meet the submission requirements as posted on the [ETD Thesis/Dissertation](#) website. Only after the Office of Graduate Studies has approved the manuscript can the student be certified for the degree.

### **Mandatory Electronic Submission**

Students are required to submit the thesis in an electronic format (ETD). Requirements and procedures are available at the Office of Graduate Studies website <http://www.grad.usf.edu/ETD-res-main.php>

### **Submission for Official Publication and Archiving**

All theses/dissertations will be submitted to the Office of Graduate Studies designated System for official publication and archiving.

### **Changes after Publication**

Once a thesis is approved and accepted by the Office of Graduate Studies for publication, it cannot be changed.

### **Release of Thesis Publications**

The University recognizes the benefits from collaboration with sponsors on research projects but also recognizes the possibility of conflicts of interest in the disclosure of the results of the collaborations. While the sponsor's economic interests in the restriction of disclosure should be considered, the University has a primary mission to extend knowledge and disseminate it to the public and the broader academic community. The University's "Statement of Policy Regarding Inventions and Works" ([USF Policy 0-300: http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-300.pdf](#)) acknowledges the possible need for delays in publication of sponsored research to protect the sponsor's interests, but it provides no definite guidelines for the restrictions of publication beyond the statement: "Disclosure delays mutually acceptable to the

Inventor, the Vice President for Research, and the sponsor, if any, are authorized in order to allow patent applications to be filled prior to publication, thereby preserving patent rights..." (April Burke, "University Policies on Conflict of Interest and Delay of Publications," Report of the Clearinghouse on University-Industry Relations, Association of American Universities, February, 1985.)

To protect the University's primary goal from un-due compromise, the University has adopted the following guidelines:

1. The recommendations of sponsors, regarding publication of research results should be considered advisory rather than mandatory.
2. In support of academic discourse and the mission to promote and share academic works, Theses will be released for worldwide access once submitted to and approved by the USF Office of Graduate Studies. In the event that a patent or copyright application provides reason to delay the release of the Thesis, a petition to request a one-year delay may be submitted to the Office of Graduate Studies for consideration. Such requests must be received by the format check of the thesis.
3. Students should not be delayed in the final defense of their theses by agreements involving publication delays.

### **Duty to Disclose New Inventions and Works**

USF 0-300 <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-300.pdf> and USF 12.003 <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf12.003.pdf>. For information about the requirements of this policy contact the Division of Patents and Licensing at (813) 974-0994.

### **Thesis Change of Grade**

In the semester in which the final manuscript has been received, reviewed, and certified for permanent filing in the University Library, the Office of Graduate Studies submits the change of grade from "Z" to "S" for the last registration of thesis courses/[hours](#) to the ~~office~~[Office](#) of the ~~registrar~~[Registrar](#) when all grades are due at the end of the semester.

### **Conferring a Master's Degree for Student in a Doctoral Degree Program**

Doctoral Degree Programs that admit students with Bachelor's degrees may choose to award a Master's degree during the completion of the requirements for the Doctoral degree. In this case, a student making satisfactory progress in a Doctoral, program and who meets all of the Master's degree requirements, may be eligible to be awarded a Master's degree in the same discipline.

Students must:

- Complete at least twenty (20) hours of formal, regularly scheduled structured coursework.

- Meet the specific curriculum requirements for the requested Master's Degree, as specified in the Graduate Catalog posted at the time of the request.
- Perform satisfactorily on a comprehensive examination or an alternative method designated by the academic unit.
- Complete the requirements of the thesis or non-thesis option, as outlined in the Graduate Catalog. Master's degree programs that require a thesis must conform to the Thesis and Dissertation Guidelines. If the student chooses the thesis option, he/she must register for thesis hours and complete the thesis before Admission to Doctoral Candidacy and registration of dissertation hours.
- Register for a minimum of two (2) graduate credits in the semester the Master's degree will be awarded.

The two degrees are not considered part of a formal "concurrent degree" program and, therefore, are not subject to the policies governing concurrent degree programs. However, the College must identify which courses are used to meet each of the Master's and Doctoral degree requirements.

The Master's degree requirements may not be fulfilled using from credits from a previously earned Master's degree.

Requests for conferring a Master's degree for a student in a Doctoral Degree Program require approval from the Department, College Dean or designee, and the Office of Graduate Studies Dean or designee.

## **Education Specialist Degree (Ed.S.) Requirements**

### **Ed.S. Thesis**

Students who are required to submit an Ed.S. Thesis must meet all of the requirements for the thesis, as specified in the Master's Degree section of this publication. For specific major information, refer to the [College of Education](#).

### **Ed.S. Project**

Students who are required to submit an Ed.S. Non-Thesis project must meet all of the requirements as specified by the College of Education. A project does not need to meet the requirements of a thesis and is not submitted to the Office of Graduate Studies for approval and archiving.

## **Doctoral Degree Requirements**

The doctoral degree is granted in recognition of high attainment in a specific field of knowledge. It is a research degree and is not conferred solely upon the earning of credit, the completion of courses, or the acquiring of a number of terms of residency, but also the successful completion of

scholarly work. The length of residency and the requirements below are minimums; majors/colleges may elect to establish more rigorous requirements. The degree will be granted after the student has shown proficiency and distinctive achievement in a specified field, has demonstrated the ability to do original, independent investigation, and has presented these findings with a high degree of literary skill in a dissertation. A major professor will be appointed as soon as possible but no later than the time the student has completed 50% of the major. The advisor will advise on any specific subject matter deficiencies and assist in the choice of a major professor and area of research.

## **Responsible Conduct of Research**

Responsible Conduct of Research (RCR) is a critical element in training for scholarship. USF has information about RCR available online at: [www.grad.usf.edu/rcr.php](http://www.grad.usf.edu/rcr.php)

Effective Spring 2013, Office of Graduate Studies requires all new doctoral students to have basic RCR training by completing the Collaborative Institutional Training Initiative (CITI) module most relevant to the student's program of study. The CITI modules have been designed to introduce researchers to various elements of research conduct ranging from research misconduct to data management to mentoring. As this is a minimum requirement, specific doctoral majors may require training that goes beyond the basic components introduced in this module. Graduate Majors that have received Office of Graduate Studies approval for rigorous RCR training consistent with disciplinary standards and practices may exempt their students from the CITI requirement. Students must complete the module, or provide evidence of previous qualified RCR training to their Major Director and Office of Graduate Studies, in the first semester enrolled in a doctoral major. Previous RCR training should have been completed within the past year. Students will be unable to register for courses in a future semester until successful fulfillment of this RCR requirement. Once the training is completed, the Registration hold will be lifted.

## **Doctoral Minimum Hours**

The doctoral degree is earned on the basis of advancement to doctoral candidacy status and satisfactory completion of the dissertation. *Note- for professional doctorates (e.g. Au.D., D.N.P., Dr.P.H., D.P.T., M.D.), a dissertation may not be required. Refer to the major listing for more information.* The minimum number of credit hours to earn the doctorate is 72, post-bachelors, including dissertation (or project). The minimum number of credit hours required for each individual doctorate major is noted in the degree requirements section of the Graduate Catalog for that major listing. Some graduate majors may require more than 72 hours. Majors with formally approved concentrations must have core major requirements that all students must successfully complete.

Students must comply with general enrollment requirements and also institutional residency requirements. All doctoral students must have at least one gradable (A-F) graduate course taken at USF to satisfy the GPA minimum requirements. No undergraduate course may be used to satisfy the gradable minimal course requirement for the doctoral degree. Lower level undergraduate courses may not be used to satisfy doctoral major requirements, but may be taken

to meet specific prerequisites. All graduate and undergraduate courses taken as a graduate student count in the overall GPA, whether or not they count toward the minimum hours for the degree.

## **Time Limitations**

Doctoral degrees must be completed within seven (7) years from the student's original date of admission for doctoral study. All courses applied to the doctoral degree must be completed within ten (10) years, including courses taken

1. prior to admission to the USF doctoral major,
2. taken as non-degree seeking, or
3. transferred in from other institutions.

There is no time limitation for courses from a completed master's degree used toward a doctoral degree. For students who are readmitted, see [Readmission Policy<sup>\[RB1\]</sup>](#). Typically, a student will reach candidacy within four years, but this may vary per discipline.

## **Time Limit Extensions**

In the event that a student nears the end of the time limitation as specified above, but the student needs more time to complete the degree, the student may submit a request for an extension using the *Time Limit Extension Request Form*, available on the Office of Graduate Studies website <http://www.grad.usf.edu/student-forms.php>.

Requests must include

- the reasons for the delay in completion,
- the anticipated time needed for completion,
- and endorsements from the graduate faculty advisor, graduate major, and College Dean or designee,
- a detailed plan of study denoting the pathway to completion and timeline for the remaining requirements for the degree

*Note — for the time limit extension procedures, if the time limit extension will cause courses taken within the major to be older than 10 years, then a request for course concurrency may be required or the courses may be invalidated toward the degree requirements, per the time-limit policy.*

If approved, the time-limit extension applies to courses applied toward the degree, with the exception of those transferred in or from completed majors. However, majors may require additional or repeat coursework as part of the condition of the time-limit extension. For requests exceeding a year of additional time, the Office of Graduate Studies will audit the student's progress each semester to ensure that the plan of study is adhered to and that progress towards degree completion is occurring.

Students who exceed the time limitations may have their registration placed on hold until a request for extension has been approved. Only one time-limit extension request is permitted. Students who are temporarily unable to continue the major should submit a Leave of Absence Request, which extends the time limit for the duration of the approved Leave for up to two years (see the section on [Leave of Absence](#) in the Enrollment Requirements section.)

*Note - Time Limit Extensions are valid for a maximum period of two (2) years from the date of request. For more information and guidance, contact the Office of Graduate Studies.*

## **Enrollment Requirements**

See [Academic Policies](#) Section

## **Institutional Enrollment Requirement**

The majority of credits toward a graduate degree must be earned through instruction offered by ~~the home institution (e.g., USF Tampa, USF St. Petersburg, USF Sarasota Manatee) granting the degree~~USF. For information about the minimum number of credit hours required for the degree refer to the degree requirements in the major listing. Students are responsible for consulting with their graduate coordinator for information on courses that may be taken outside their graduate major, as well as the [Transfer of Credit Policy](#)<sup>[RB2]</sup> for course transfer eligibility requirements. Although equivalent courses may be offered at other institutions ~~(including within the USF System)~~, they may not satisfy degree requirements.

## **Conferring a Master's Degree for Student in a Doctoral Degree Program**

Doctoral Degree Programs that admit students with Bachelor's degrees may choose to award a Master's degree during the completion of the requirements for the Doctoral degree. In this case, a student making satisfactory progress in a Doctoral program, and who meets all of the Master's degree requirements, may be eligible to be awarded a Master's degree in the same discipline.

Students must:

- Complete at least twenty (20) hours of formal, regularly scheduled structured coursework.
- Meet the specific curriculum requirements for the requested Master's Degree, as specified in the Graduate Catalog posted at the time of the request.
- Perform satisfactorily on a comprehensive examination or an alternative method designated by the academic unit.
- Complete the requirements of the thesis or non-thesis option, as outlined in the Graduate Catalog. Master's degree programs that require a thesis must conform to the Thesis and Dissertation Guidelines. If the student chooses the thesis option, he/she must register for thesis hours and complete the thesis before Admission to Doctoral Candidacy and registration of dissertation hours.

- Register for a minimum of two (2) graduate credits in the semester the Master's degree will be awarded.

The two degrees are not considered part of a formal "concurrent degree" program and, therefore, are not subject to the policies governing concurrent degree programs. However, the College must identify which courses are used to meet each of the Master's and Doctoral degree requirements.

The Master's degree requirements may not be fulfilled using from credits from a previously earned Master's degree.

Requests for conferring a Master's degree for a student in a Doctoral Degree Program require approval from the Department, College Dean or designee, and the Office of Graduate Studies Dean or designee.

## **Major Professor**

The Major Professor serves as the student's advisor and mentor. Students should confer with the Department (or equivalent) to confirm the internal process and timeline for the selection and appointment of the Major Professor. The student must identify a major professor from the student's academic area, approved by the student's Department/School (or College if a College administered major), and receive that person's agreement to serve as major professor. The selection of the Major Professor must be approved and appointed as soon as possible, but no later than the time the student has completed 50% of the major. Students must have a major professor in order to maintain Satisfactory Academic Progress.

If a Major Professor cannot be identified or in the event a Major Professor is unable or unwilling to continue serving on the student's committee, the student is responsible for finding another Major Professor. Students who are unable to find a replacement Major Professor should confer with the Graduate Director for available options. If no other options exist, the student may be requested to voluntarily withdraw from the major or may be honorably withdrawn in good academic standing. The student and Major Professor should plan a program of study which, when completed, will satisfy the degree requirements specified. A copy of this program of study, signed by the student and professor, should be maintained in the student's department file.

Major Professors must meet the following requirements:

- Be from the student's academic area -- Be graduate faculty\*, as defined by the University, from the student's academic area
- Be engaged in current and sustained scholarly, creative, or research activities and have met departmental (or equivalent) requirements
- Be active in scholarly pursuits as evidenced by at least one refereed publication in the last three years.
- Have been approved by the student's Department Chair (or equivalent) to serve as a Major Professor or Co-Major Professor.



*\*Affiliate Graduate Faculty may serve as a Co-Major Professor with a graduate faculty from the student's department. Co-Major Professors may be two graduate faculty or one graduate faculty and one approved Graduate Affiliate Faculty*

The membership of graduate faculty will be based upon criteria developed within the appropriate major or department and approved at the college level. These criteria must be forwarded to the Dean of the Office of Graduate Studies.

In the event a Major Professor leaves the University (i.e., for an appointment at another university, due to retirement, etc.) and the Major Professor is willing and able to continue serving on the student's committee, the Major Professor then becomes a Co-Major Professor on the Committee and another graduate faculty from the student's Department is appointed as the other Co-Major Professor. In the event that the other Co-Major is Affiliate Graduate Faculty, the faculty leaving the University may remain as a member, with another graduate faculty from within the student's Department appointed as the other Co-Major Professor. It is important that one of the Co-Major Professors be accessible on the university campus for the student to make satisfactory progress on the thesis/dissertation. In the event a Major Professor is on temporary leave (e.g. sabbatical, research, etc.); the Major Professor shall coordinate with the Graduate Director to facilitate the needs of the student. In some instances, a student may choose to have two professors serve as Major Professor. In this situation the faculty are approved as "Co-Major Professors" and jointly serve in that role. Consequently, both faculty must sign approval on paperwork pertaining to the student's processing (i.e. committee form, change of committee form, admission to candidacy, etc.)

### **(Co-) Major Professor(s) of the Graduate Student Supervisory Committee Responsibilities**

*Approved by the Graduate Council on May 15, 2000; revised August 26, 2013:*

- Approving and submitting the Graduate Student Supervisory Committee Form to the Program, and if necessary, the College
- Approving and submitting the Admission to Candidacy Form.
- Specifying the style manual to be used for the thesis/dissertation before the student begins writing the manuscript. The style manual should be appropriate to the discipline.
- Students should not be told to follow other theses/dissertations.
- Referring students to the Thesis and Dissertation Guidelines (<http://www.grad.usf.edu/ETD-res-main.php>) to obtain information on University Format Requirements.
- Verifying by signing the Certificate of Approval, that the student's thesis or dissertation is ready to be submitted to the OGS for publication.
- Verifying, by signing the Request for the Ph.D./Ed.D. Final Oral Examination Form, that the student is ready to defend the dissertation.
- Verifying, by signing the Successful Defense of the Ph.D./Ed.D. Form, that the doctoral student has successfully defended the dissertation.

- Reading and approving the final copy of the thesis/dissertation for content and format prior to signing the Certificate of Approval.

## **Doctoral Committees**

Some Colleges have a Graduate Committee comprised of graduate faculty, who advise the student from admission up to doctoral candidacy, when the formal Doctoral Dissertation Committee is formed. As soon as an area of research is determined and a major professor is selected, a Doctoral Dissertation Committee will be appointed and approved for the student. The Department will request approval of the Doctoral Committee from the Dean of the College and, as needed, the Dean of the Office of Graduate Studies.

### **Role of Doctoral Committees**

Depending on the College, either the Graduate Committee or the Doctoral Dissertation Committee is responsible for

- approving the student's course of study
- grading the written comprehensive qualifying examination

### **Doctoral Dissertation Committee**

Doctoral Dissertation Committees will,

- approve the plan for research
- supervise the research
- read and approve the dissertation, and
- conduct the dissertation defense.

### **Member Definition**

All graduate faculty, as defined by the University and the College/Department, and approved by their department and college, are assumed by the Office of Graduate Studies as qualified to be a member of and/or supervise a doctoral committee. Persons desiring to serve on a committee who are not defined as Graduate Faculty (i.e. visiting faculty, professionals, etc.) by the University and the College/Department must submit a curriculum vitae and be approved by the Department, College, and Office of Graduate Studies, for each committee.

Committee members must meet the following requirements:

- Be graduate or affiliate graduate faculty, as defined by the University
- Have the background and expertise that contributes to the success of the student.

In addition to the requirements specified in the Graduate Faculty definition, committee membership will be based upon criteria developed within the appropriate major or department and approved at the college level. These criteria must be forwarded to the Dean of the Office of Graduate Studies.

### **Composition**

The Doctoral Dissertation Committee will consist of at least four members:

- the Major Professor must be from the student's academic area-- two additional members must come from the academic area (i.e. discipline) of the student
- at least one external member (from outside the Department, School, or equivalent, hosting the doctoral major, but may be within the academic discipline)
- Faculty holding joint or adjunct appointments in the degree-granting academic unit (i.e. Department or equivalent) cannot be external members on a student's committee.

### **Approval**

Once a committee has been determined, a *Doctoral Dissertation Committee Form* needs to be completed by the student and submitted to the Committee Members for original signature. Check with the College for instructions and forms. To insure uniformity of excellence across the colleges, the (Co-)Major Professor(s) of Doctoral Dissertation Committees will need to submit a current curriculum vita (equivalent to an NIH Bio, approximately two pages long with the last three (3) years of scholarly activity included) with the committee appointment form to the College Dean or designee. This approval is in addition to the approval from their department chairperson. (Colleges and departments may institute additional requirements for membership on Doctoral Dissertation Committees.) Once approved, the original form and the approved Curriculum Vitae (CV) are placed in the student's file. An approved and current Form must be on file in the major/college before graduation may be certified. *Doctoral Dissertation Committee Forms* need to be processed as early in the major as possible, but no later than the semester prior to graduation.

### **Changes to Committee**

Changes to a Doctoral Dissertation Committee must be submitted on a *Change of Committee Form*. Check with the College for instructions and forms. Original signatures of faculty being added to the Committee, along with the approval signature of the (Co-) Major Professor(s), must be on the form. Faxed signatures are acceptable. Faculty who are removed from the Committee are not required to sign the form, provided that the (Co-) Major Professor(s) has signed. In such instances the signature of the (Co-) Major Professor(s) indicate(s) approval of the change, as well as acknowledgement and approval of the change by the removed member. Any non-faculty being added to a committee must submit a CV for approval. If a faculty member is being added as a Co-Major Professor, or if there is an appointment change to the Major Professor position, a CV must be included for the faculty member who is being added to that position. Change of Committee Forms should be submitted for approval as soon as the change takes place. Changes to a Committee are official only once approved and filed by the major and college. An approved

and current *Doctoral Dissertation Committee Form* must be on file before graduation may be certified.

## Doctoral Qualifying Examination

As soon as the substantial majority of the course work is completed, the student must pass a written Qualifying Examination covering the subject matter in the major and related fields. This Examination may be supplemented by an oral examination. The Qualifying Exam must be taken while in residency (i.e. current active student) at USF, administered by USF faculty, covering content for the USF major. Students must be degree-seeking and enrolled a minimum of two (2) hours of graduate credit in their discipline at the time they take the Qualifying Examination. If the Exam is taken between semesters, students must be enrolled for a minimum of two (2) hours of graduate credit in the semester before or following the Exam.

## Admission to Candidacy

In order to be admitted to doctoral candidacy, students must meet the following requirements at USF:

- admission to a doctoral major
- appointment and approval of a Doctoral Committee,
- attainment of an overall and major Grade Point Average (GPA) of 3.00 at USF at the time of candidacy. All "I" and "M" grades, including "IF" and "MF", must be cleared before candidacy may be finalized.
- successful completion of a qualifying examination
- certification by the Doctoral Committee that the above qualifications have been successfully completed
- must meet enrollment requirements for completion of the exam and submission of the form (See Enrollment Requirements<sup>[RB3]</sup>)

The Admission to Candidacy form should be submitted for approval during the semester that the Qualifying Exams were completed, but no later than the semester following the successful completion of the Exam. The form will be approved by the Dean of the College and forwarded to the Office of Graduate Studies for final approval. Doctoral Candidacy is effective in the semester following processing and approval by the Office of Graduate Studies. At this time, the student's status changes to 6C. For procedures and processing deadlines refer to the Office of Graduate Studies website at [www.grad.usf.edu](http://www.grad.usf.edu).

Once candidacy status is approved, students with approved candidacy are eligible to enroll in dissertation hours (7980) in the semester that immediately follows the semester in which the Candidacy form is submitted and approved. For example, students approved during the Fall approval window may enroll in the Spring. Students approved during the Spring approval window may enroll in the Summer and students approved during the Summer approval window may enroll in the Fall. **Students may NOT enroll in dissertation hours prior to being admitted to doctoral candidacy.**

Each major has a required number of dissertation hours for completion of the degree. Departments, with College approval, may apply Directed Research hours toward the total number of dissertation hours required. Directed Research hours shall not exceed 50% of the dissertation hour requirement. No directed research hours will be converted to dissertation hours (i.e. a directed research course dropped and a dissertation course added) prior to or during the approval window. *For more information, refer to [Enrollment Requirements](#) in the Academic Policies section.*

## **Dissertation**

Dissertation requirements are for the academic degrees of Ph.D. and Ed.D.; and for students in professional doctorate programs (e.g. DNP, DBA, Au.D., DrPH., DPT) who choose to complete a dissertation. Students in professional doctorate degree programs may choose to complete a doctoral project instead of a dissertation. Please contact the professional school for doctoral project requirements.

### **Dissertation Format**

The University accepts the standard format for the discipline of the major. Formats must be consistently applied and follow national standards for the discipline. For the preliminary pages, which follow a standard University format, refer to the ETD website. <http://www.grad.usf.edu/ETD-res-main.php>

### **Directed Research**

Directed Research hours taken with the (Co) Major Professor(s) prior to approval to doctoral candidacy by the Office of Graduate Studies may satisfy up to 50% of the dissertation hour requirement, with program approval.

### **Manuscript Processing Fee**

USF Regulation USF4-0107, <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf4.0107.pdf>. Students participating in the thesis/dissertation process are required to pay a processing fee. More information is available on the website at <http://www.grad.usf.edu/ETD-res-main.php>

## **Doctoral Dissertation Defense (Final Oral Examination)**

### **Scheduling and Announcement**

After the Doctoral Dissertation Committee has determined that the final draft of the dissertation is suitable for presentation, the Committee will request the scheduling and announcement of the Dissertation Defense (also called Final Oral Examination or Oral Defense.) A copy of the announcement should be sent to the Office of Graduate Studies, preferably two weeks in advance of the defense date. The announcement must also be posted in a public forum for a minimum of

twenty-four hours to comply with statute requirements for a public meeting. The College and Department may specify additional procedures for this process.

### **Attendance**

It is desirable for all members of the final oral examination committee to be present physically during the entire examination. If this is impossible, video conferencing may be approved by the College Dean and the Office of Graduate Studies. If video conferencing is approved, the student, the Major Professor (or, if Co-Major Professors, at least one), and the Outside Chair for the defense must be physically present. Other faculty members and graduate students may physically or virtually attend the examination.

### **Video Conferencing**

Graduate programs must adhere to the following if the final oral examination involves video conferencing. Departments can enforce stricter guidelines. Video conferencing may not be ideal in all circumstances.

### **Facilities and Support Requirements**

The video conferencing room must allow the candidate and all members of the examination committee to see and hear one another during the entire examination. There must be appropriate software/hardware available for the transmission of any text, graphics, photographs, or writing referred to or generated during the examination.

Audio-only communications are not permitted.

Prior to the defense, the student must agree to the video conferencing set-up. The student and Major Professor must confirm in advance that the video conferencing setup is satisfactory. On the day of the defense, if the video conferencing capabilities differ significantly from the initial agreement as noted on the Request for Defense Form, then the student may cancel the examination without penalty.

Any technical support staff required to operate equipment must observe strict confidentiality.

The video conference must be scheduled for a three and a half hour time period to allow for any delays resulting from technical issues during the dissertation defense.

Should a technical failure arise, the Outside Chair in consultation with the Major Professor and other committee members will determine if the examination should continue. If the examination is cancelled, the examination will be rescheduled and there will be no penalty to the student.

All committee members must record their vote on the Successful Defense form. Off-site committee members must sign a copy of the Successful Defense form (completed within the College) and send it back to the Major Professor as soon as possible, but no later than a week after the defense date.

## **Doctoral Dissertation Defense Chair**

The Doctoral Dissertation Defense (Final Oral Examination) shall be presided by

- an external committee member from outside the Department, School, or equivalent, hosting the doctoral major, but may be within the academic discipline.
- OR,
- a non-committee member (a.k.a. Outside Chair), (Refer to the individual Program's Degree Requirements in the Graduate Catalog for information). If the Chair is from another institution, this individual must be approved for Affiliate Graduate Faculty status.

The Doctoral Dissertation Defense Chair's role includes overseeing the proceedings as well as serving as the student's advocate, by ensuring fairness of the process. Faculty holding joint, courtesy, or adjunct appointments in the degree-granting academic unit (i.e. Department or equivalent) cannot serve as the Defense Chair.

## **Procedures for Conducting the Doctoral Dissertation Defense (Final Oral Examination)**

1. The Doctoral Dissertation defense (final oral examination) should be conducted within a timeline to allow for the student to make any necessary corrections following the defense and still meet the final copy deadline for turning in the Dissertation to the Office of Graduate Studies.
2. The presentation should be considered an important function in the Department and all graduate students and faculty be encouraged to attend.
3. The presentation and defense are open to the public and as such, must meet the requirements of the Sunshine Laws for the State of Florida. The Doctoral Dissertation Committee deliberation is not public.
4. The room selected for the examination should have adequate seating with an alternate room selected in case of problems.
5. It is required that all members of the Doctoral Dissertation Committee be present for the examination unless an absence is approved prior to the defense taking place by the Office of Graduate Studies Dean. In the event that a member cannot attend in person, participation maybe permissible via video conference with approval from the Office of Graduate Studies. The student and Major Professor must be in attendance in person and may not participate via remote access. A minimum of three members, including the Major Professor is required to proceed with the defense. If a non-committee member (Outside Chair) chairs the Defense, this individual does not count as one of the three required members in attendance. If an unforeseeable situation arises, that would prevent compliance with this requirement the Major Professor or Doctoral Dissertation Defense Chair should contact the Office of Graduate Studies for guidance and approval to proceed with the defense.
6. The length of the examination period will generally not exceed three hours. Throughout this time, the Doctoral Dissertation Defense Chair is to be in charge of all proceedings and, ideally, is expected to play a balancing role between advocacy and contention.
7. The Doctoral Dissertation Defense Chair, at any time during the course of the examination, may request all visitors to leave.

## 8. Presentation

- The Doctoral Dissertation Defense Chair should open the proceedings by introducing the candidate and the Doctoral Dissertation Committee.
- The examination should begin with a presentation by the candidate designed to summarize the dissertation.

## 9. Questions

Following the presentation, the Defense may be moved to a different setting for the main examination. The College determines the order of the proceedings described below:

- The examination will consist of questions about the research by the Doctoral Dissertation Defense Chair and the Doctoral Dissertation Committee. All committee members are expected to participate fully in questioning during the course of the examination and in the discussion of and decision on the result.
- It is suggested that questioning should be limited to about 15 minutes for each Doctoral Dissertation Committee member with subsequent rounds of questioning as necessary.
- Questions from the faculty-at-large and/or the public may be allowed following the presentation. It is suggested that questioning from the general audience be limited up to 5 minutes per person.

## 10. Deliberations and Voting

Following the completion of these proceedings, the Doctoral Dissertation Defense Chair

- will ask all visitors and the candidate to leave and will reconvene the Doctoral Dissertation Committee only.
- will preside over the deliberations and voting of the Committee (Note: if a non-committee member (Outside Chair) is used he/she will not participate in the voting)
- is responsible for tallying the votes and informing the candidate of the final decision. The voting is to be limited to "pass" and "fail" votes. *The vote of the Doctoral Dissertation Committee must be unanimous.* If unanimous agreement cannot be reached, the Doctoral Dissertation Defense Chair notifies the student's Department Chair (or appropriate equivalent) who will endeavor to resolve the dispute in an expedient fashion.
- records the vote on the Successful Defense Form and conveys the decision of the Doctoral Dissertation Committee (Successful Defense Form) to the Department/College Graduate Office to be kept in the student's file.

## 11. Approval of the Final Dissertation

All committee members must approve the final version of the dissertation via the Certificate of Approval Form. If the Committee is unable to **unanimously** approve a final draft of the dissertation, the student's Department Chair and College Dean will work with the Doctoral Dissertation Committee to seek an equitable resolution.

## Dissertation Final Submission Guidelines

Information on requirements for submission of the finished and approved manuscript copies is available online at the Thesis and Dissertation website at <http://www.grad.usf.edu/ETD-res-main.php>. Students who fail to submit the final copy of a dissertation by the posted submission deadline will not be considered for graduation. The student may be considered for graduation in



the following semester and must therefore apply for the degree (graduation) by the posted deadline, enroll in a minimum of two (2) dissertation hours for that subsequent semester, and meet the submission requirements as posted on the Thesis/Dissertation website. Only after the Office of Graduate Studies has approved the manuscript can the student be certified for the degree.

### **Mandatory Electronic Submission**

Students are required to submit the dissertation in an electronic format (ETD). Requirements and procedures are available at the Office of Graduate Studies website at <http://www.grad.usf.edu/ETD-res-main.php>

### **Submission for Official Publication and Archiving**

All theses/dissertations will be submitted to the Office of Graduate Studies designated System for official publication and archiving.

### **Changes after Publication**

Once a dissertation is approved and accepted by the Office of Graduate Studies for publication, it cannot be changed.

### **Release of Dissertation Publications**

The University recognizes the benefits from collaboration with sponsors on research projects but also recognizes the possibility of conflicts of interest in the disclosure of the results of the collaborations. While the sponsor's economic interests in the restriction of disclosure should be considered, the University has a primary mission to extend knowledge and disseminate it to the public and the broader academic community. The University's "Statement of Policy Regarding Inventions and Works" ([USF Policy 0-300: http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-300.pdf](http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-300.pdf)) acknowledges the possible need for delays in publication of sponsored research to protect the sponsor's interests, but it provides no definite guidelines for the restrictions of publication beyond the statement: "Disclosure delays mutually acceptable to the Inventor, the Vice President for Research, and the sponsor, if any, are authorized in order to allow patent applications to be filled prior to publication, thereby preserving patent rights..." (April Burke, "University Policies on Conflict of Interest and Delay of Publications," Report of the Clearinghouse on University-Industry Relations, Association of American Universities, February, 1985.)

To protect the University's primary goal from un-due compromise, the University has adopted the following guidelines:

1. The recommendations of sponsors, regarding publication of research results should be considered advisory rather than mandatory.
2. In support of academic discourse and the mission to promote and share academic works, Dissertations will be released for worldwide access once submitted to and approved by

the USF Office of Graduate Studies. In the event that a patent or copyright application provides reason to delay the release of the Dissertation, a petition to request a one year delay may be submitted to the Office of Graduate Studies for consideration. Such requests must be received by the format check of the dissertation.

3. Students should not be delayed in the final defense of their dissertations by agreements involving publication delays.

### **Duty to Disclose New Inventions and Works**

USF 0-300 <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-0-300.pdf> and USF 12.003 <http://regulationspolicies.usf.edu/regulations/pdfs/regulation-usf12.003.pdf>

For information about the requirements of this policy contact the Division of Patents and Licensing at (813) 974-0994.

### **Dissertation Change of Grade**

In the semester in which the final manuscript has been received, reviewed, and certified for permanent filing in the University Library, the Office of Graduate Studies submits the change of grade from "Z" to "S" for the last registration of dissertation courses to the ~~office~~ Office of the ~~registrar~~ Registrar when all grades are due at the end of the semester.

### **The Use of "Ph.D." in Credentials and Publication**

Students may only use the credential of "Ph.D." after degree conferral is granted. It is inappropriate to use the credential until it is officially and formally granted. The use of the abbreviation "Ph.D." in university publications, correspondence, etc., including websites and other electronic media, shall be upper case "P", lower case "h" followed by a period, an upper case "D" and another period. It shall not be used in the format of all upper case letters without periods, as in "PHD".

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 [Print this Page](#)

# Graduation Information and Post-Doctoral Affairs

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## Application for Degree (Graduation)

To graduate, a student must submit the Application for Degree [online through OASIS](#) ~~through their College~~. This application must be submitted in the term of expected graduation by the deadline noted in the academic calendar. If a student applies for graduation and is not approved, a new Application for Degree must be submitted by the deadline in a new term. In order for the degree statement to appear on a student's academic record, the student must file the aforementioned application whether or not participation in the commencement ceremony is desired.

The application for a graduate degree is online at <http://www.usf.edu/registrar/resources/graduation.aspx>

~~The application must be submitted to the College advising office prior to the graduation application deadline.~~ Inquiries concerning approval or denial of graduation should be made to the appropriate college. It is the student's responsibility to clear all "I" (Incomplete) and "M" (Missing) grades in all courses and to provide official transcripts of all transferred course work needed for graduation at least three weeks prior to the end of the term in which he/she expects to graduate.

## Graduation Requirements

It is the student's responsibility to make sure that he/she has met all degree requirements (e.g. be [In good standing](#) ) as specified in the Policies and Degree Requirements sections of this publication, as well as any College and Major requirements for the degree.

## Commencement

Graduate students **may not** participate in commencement exercises **until all requirements** for the degree sought have been fulfilled. [Please check with the Commencement Office on your campus for more information:](#)

<https://www.usf.edu/system/commencement/> (Tampa)

<https://www.usfsp.edu/commencement/> (St. Petersburg)

<http://www.usfsm.edu/students/commencement.aspx> (Sarasota-Manatee)

~~Students graduating from majors based from the Tampa campus (despite location, i.e. may be located in St. Petersburg, Sarasota, etc., such as students in Marine Science) participate in commencement exercises on the Tampa campus. All doctoral graduates receive degree conferral from the Tampa campus and therefore participate in commencement exercises in Tampa.~~

## Diplomas

Diplomas are mailed to the student's permanent address approximately six (6) weeks after commencement after the conclusion of the student's final semester. Students with a change of address need to fill out a change of address form at the Registrar's office/Registration and Records office (St. Petersburg and Sarasota/Manatee). Questions regarding diplomas and degree certification should be directed to the Registrar's office at 974-2000 (Tampa), Registration and Records Office at 727-873-4645 (St. Petersburg) or 941-359-4330 (Sarasota-Manatee).

## Letters of Certification

~~Letters of Certification~~ Students in need of verification of the degree prior to receiving their diploma may request a Letter of Certification. This letter specifies that the student has finished all of the requirements for the degree and the date the degree will be conferred on. The letter must include the student's university identification (U-ID) Number, name of major and official name of the degree. The Major Professor, the College Dean (or designee), the Department Chair or Graduate Director (or designee), the Dean (or Designee) in the Office of Graduate Studies (Graduate Academic Advisor only in Sarasota), and the Registrar must sign the Letter of Certification. A template for the Certification Letter is available on the Office of Graduate Studies website at <http://www.grad.usf.edu/student-forms.php>

## Posthumous Degrees or Degrees in Memoriam

Reference – USF Policy 10-047 - <http://regulationspolicies.usf.edu/policies-and-procedures/pdfs/policy-10-047.pdf>

### Award of Posthumous Degrees

The University of South Florida ~~System~~ (USF ~~System~~) institutions may award a posthumous ~~baccalaureate, master's, or~~ doctoral, ~~or and~~ medical degree to a student who was in good academic standing at the time of his or her death and who had completed all ~~substantive~~ critical requirements for the degree. To award a non-thesis degree, the student would need to have completed all courses required for the degree. Courses required for the degree, in which students are enrolled at the time of his or her death, must have been completed to the satisfaction of the faculty so that passing grades might be posted. All other degree requirements must have been satisfied as well. To award a thesis or dissertation degree, all courses must be completed as described above and the thesis/dissertation must be sufficiently complete to the satisfaction of the faculty so that certification of completion may be posted to the student's record.

### Award of Degrees in Memoriam

USF ~~System institutions~~ may award ~~baccalaureate, master's, doctoral,~~ and medical degrees in memoriam to a ~~students~~ who was ~~ere~~ in good academic standing at the time of his or her death.

## Procedures for Award of Posthumous Degrees or Degrees in Memoriam

Departmental Chairs, or appropriate faculty members, on their own initiative or upon request of a student's family, may recommend a posthumous, or an in memoriam degree, by forwarding the recommendation to the respective Dean of the appropriate college. If approved by the Dean, the request, accompanied by supporting documentation, will be forwarded to the Dean of ~~Undergraduate or~~ Graduate Studies (respective to the degree type at USF or to the Chief Academic Officer at USF St. Petersburg or USF Sarasota/Manatee for approval. If the Dean or Chief Academic Officer approves the recommendation, the institution's Office of the Registrar will be notified. Posthumous degrees and in memoriam Degrees may also be presented to the student's family in an appropriate setting, which may include the ceremony held in fall and spring terms. A posthumous degree may be awarded at a commencement ceremony.

### *Note:*

Diplomas for posthumous degrees will be identical to other degrees awarded in the same colleges and majors. Diplomas for Degrees in Memoriam will be prepared to read "Master of Arts in Memoriam, Master of Science in Memoriam," "Doctor of Philosophy in Memoriam," etc., depending upon the degree the student was pursuing at the time of his or her death.

## Transcripts

Transcripts of a student's USF academic record may be requested by the student through the Office of the Registrar/[Office of Records and Registration](#). A student's academic record can only be released upon authorization of the student. Students requesting transcripts may do so in person or ~~by writing to~~ on the Office of the Registrar [websites](#): <http://www.registrar.usf.edu/> (Tampa), <http://www.usfsp.edu/registrar> (St. Petersburg), <http://www.usfsm.edu/students/registration/transcript-request.aspx> (Sarasota). By law, the request must include the student's signature and date. For transcripts to be issued, the student must have no financial obligations to the University. ~~Procedures for requesting a transcript are available on the Office of the Registrar's website at~~ <http://www.registrar.usf.edu/>. Degree statements are posted approximately five weeks after the ~~graduation ceremony.~~ [End of the student's final semester](#). Current term grades are posted approximately one week after the final exams end. If grades [or degree certification](#) for the current term are needed, clearly indicate that the transcript request is to be held for grades [and/or degree posting](#).

## Office of Postdoctoral Affairs

The Office of Postdoctoral Affairs (OPA) serves as an administrative and academic center of excellence for postdoctoral scholars, and ensures they have an exemplary professional and personal development experience while at USF. It fosters a robust postdoctoral community, provides opportunities to enhance the postdoctoral experience and future success of its constituents, and serves as a dedicated resource for postdoctoral scholars, faculty, and administrators.

### **Objectives of the OPA:**

- Provide guidance to colleges and postdoctoral scholars throughout the hiring process.
- Establish, maintain, and evaluate postdoctoral policies.
- Build collaboration among postdoctoral scholars, colleges, and graduate students.
- Offer professional development workshops for postdoctoral scholars and their mentors.
- Maintain a detailed database of current and alumni postdoctoral scholars.
- Submit postdoctoral data for university, state, national, and international reports.
- Facilitate the development of a USF Postdoctoral Association.

For more information, please see [www.grad.usf.edu/postdoc](http://www.grad.usf.edu/postdoc)